



# Office for Victims of Crime

**FY 2002 Discretionary Grant  
Application Kit**

**Due Date: June 28, 2002**

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, D.C. 20531-0001

**John Ashcroft**  
*Attorney General*

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**John W. Gillis**  
*Director, Office for Victims of Crime*

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**Office of Justice Programs**  
**World Wide Web Home Page**  
<http://www.ojp.usdoj.gov>

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**Office for Victims of Crime**  
**World Wide Web Home Page**  
<http://www.ojp.usdoj.gov>

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For grant and funding information contact  
**U.S. Department of Justice Response Center**  
1-800-421-6770

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**OVC Resource Center**  
1-800-627-6872  
(TTY 1-877-712-9279)  
**OVC Resource Center Home Page**  
[www.ncjrs.org](http://www.ncjrs.org)

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<p>The Office for Victims of Crime is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention.</p>
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**U.S. Department of Justice**

Office of Justice Programs

*Office for Victims of Crime*

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*Washington, D.C. 20531*

Dear Colleague:

I am pleased to present to you the Office for Victims of Crime (OVC) Fiscal Year 2002 Discretionary Grant Application Kit. The OVC Application Kit complements the Office of Justice Programs' (OJP) 2002 Program Plan, which contains funding announcements for all the bureaus and program offices that make up OJP, the research and funding arm of the U.S. Department of Justice. The solicitations that follow constitute the competitive projects being supported by OVC this year.

The programs advertised in this Application Kit reflect OVC's and OJP's desire to support efforts on the local level to reach out to victims of crime. You will see initiatives that seek to strengthen partnerships with institutions of faith, where victims and others in crisis go in great numbers for support. You will find emphasis placed on services to crime victims in urban neighborhoods, where violent crime is high in frequency and intensity. Conversely, you will notice the attention given to improving the response of law enforcement in rural areas, where resources for victims are scarce. A disabilities project will aid up to 10 communities in improving their responses to victims with physical and intellectual disabilities with an emphasis on increasing these victims' participation in the criminal justice system and ensuring that needed services are available and accessible. Funds will also support an initiative to educate state legislatures on issues related to criminal victimization. We will build on the success of the state Victim Assistance Academies and provide funding for the planning phase of four additional academies. Once again, the Training and Technical Assistance for Victim Assistance in Indian Country Grantees program will bolster efforts on the tribal level to meet victims' needs. Finally, OVC is requesting proposals to develop a national marketing strategy to inform the public about the rights and needs of crime victims.

OVC recognizes that the impetus of the progress made in the victim service field is the work being done by men and women on the local level. To that end, the programs advertised in this year's Application Kit are intended to support, not supplant, your efforts to meet victims' needs in your community. I hope the opportunities presented here help you to achieve that goal.

Sincerely,

John W. Gillis  
*Director*

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## Office for Victims of Crime (OVC)

### Competitive Discretionary Grant Programs for 2002

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#### **Directions for Requesting Information and Application Kits**

Each of the programs described in **Section I.** is assigned to an OVC Program Specialist or other staff person who has carefully researched and developed the solicitation. For specific questions about a particular program, please contact the appropriate staff member whose name and telephone number are listed at the end of the solicitation. For general administrative questions regarding application submissions, please call Yvonne Jones at 202-616-3566.

If you or your organization plan to publicize this kit or any of the programs in a publication of your own, such as a journal, periodical, newsletter, on the Internet, or in any other form, please contact the OVC staff person responsible for that program to discuss any necessary modifications to the program announcement required to meet your publication's format. In prior years, incorrect and misleading information published about the goals of OVC's discretionary programs resulted in submissions of grant applications that were unresponsive to the solicitation and could not be considered. OVC wishes to avoid this kind of miscommunication in the future.

**To request additional application kits or forms**, call the OVC Resource Center at 1-800-627-6872, the OVC Reply Line at 202-616-1926 (TTY 202-514-7863), or write to the Office for Victims of Crime, 810 Seventh Street, NW., Washington, D.C. 20531-0001. In addition, the application kit may be downloaded from OVC's World Wide Web homepage at [www.ojp.usdoj.gov/ovc/](http://www.ojp.usdoj.gov/ovc/). Please be advised that mail sent through the U.S. Postal Service may be delayed in reaching OVC due to increased security measures. If an application is delayed in the mail and does not reach OVC in time for the peer review process, it may not be considered for funding, regardless of the postmark date.

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**Office for Victims of Crime (OVC)**  
**Competitive Discretionary Grant Program 2002**  
**Application Checklist**

Use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification. All forms, assurances, and lists of contacts are provided in the pages that follow.

- G** Complete and sign the Standard Form (SF 424), Application for Federal Assistance.
- G** See item 10 on the (SF 424). The Catalog of Federal Domestic Assistance number is **16.582** for the Victims of Crime Discretionary Grant Program.
- G** Complete the Budget Detail Work Sheet (including any necessary narrative).
- G** Sign the Assurances.
- G** Attach the Civil Rights Information sheets.
- G** Complete and sign the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. These forms must be included.
- G** Include the list of Federal efforts, if applicable.
- G** Include the program abstract.
- G** Check to see that the program narrative addresses the items requested in “**Instructions for Program Narrative.**”
- G** If you are a nonprofit organization and have not received Federal funds from the Office of Justice Programs in the past, fill out OJP Form 7120, Accounting System and Financial Capability Questionnaire.
- G** Print the Application on 8 ½ x 11-inch paper on one side of the paper.
- G** Limit the program narrative section to 30 double-spaced pages in not less than 12-point type. The 30-page limit does not include the abstract, forms, and appendixes.
- G** Include position descriptions, staff qualifications, and individual resumes as appendixes or attachments to the program narrative.
- G** Submit the completed grant application with original signatures and **two additional** copies. Please do not bind, coil bind, or staple the applications.
- G** Applications sent via the U.S. Postal Service (USPS) must be **postmarked no later than the deadline date, Friday, June 28, 2002. If an application is delayed in the mail and does not reach OVC in time for the peer review process, it may not be considered for funding,**

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**regardless of the postmark date. Please note that OVC continues to experience delays in delivery of U.S. mail. Those sending time-sensitive materials to OVC, in particular proposals responding to OVC solicitations, should consider an alternative to the USPS.**

- G** Hand-carried applications and applications sent via commercial carriers, such as United Parcel Service (UPS) and Federal Express (FedEx), must be received **no later than 5:30 p.m. eastern time, Friday, June 28, 2002.**

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Accounting System and Financial Capability Questionnaire (for new grantees who have not	
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## Introduction to OVC

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The Office for Victims of Crime (OVC) was created by the Victims of Crime Act of 1984 (VOCA) to improve our nation's response to crime victims. OVC is one of five bureaus and five program offices within the Office of Justice Programs (OJP) and works closely with these components to support programs that benefit crime victims.

OVC performs many tasks, including administering formula grant programs that support a network of victim assistance and compensation services; managing discretionary grants for training, technical assistance, and demonstration programs to benefit crime victims; supporting a national information clearinghouse and a national training and technical assistance center; developing programs and initiatives to assist victims of terrorism, mass violence, and transnational crimes; and creating direct service programs for victims of Federal crimes.

All of these programs are funded by the Crime Victims Fund (the Fund), which is derived **not** from tax dollars, but rather from the fines, penalty assessments, and bond forfeitures collected from Federal criminal offenders. Of the funds available for distribution every year, the majority is distributed directly to the states in formula grants to help fund critical victim assistance services and crime victim compensation program efforts. The remaining discretionary funds support diverse training and technical assistance efforts, services for Federal crime victims, demonstration programs, and continuation efforts for multiyear projects. In addition, under the Children's Justice and Assistance Act, \$3 million is allocated for programs to improve the handling of child abuse cases in Indian Country.

### Competitive Discretionary Grants for Fiscal Year 2002

This application kit describes all of OVC's competitive discretionary grant programs for fiscal year (FY) 2002 and contains the application materials and directions necessary to apply for these grants. This kit does not include descriptions of continuation projects and other activities supported through other funding mechanisms such as contracts. The *Office for Victims of Crime (OVC) Fiscal Year 2002 Program Plan* (OVC Program Plan) will include a summary description of OVC discretionary activities for FY 2002. After it is finalized, it will be available on the OVC World Wide Web homepage.

### Application Process

This application kit provides the necessary information and guidance for preparing and submitting an application for an OVC discretionary program award. **Section I.** of the application kit contains solicitations for competitive programs. **Section II.** presents general application requirements and includes the required application forms. To request additional application kits, please call the OVC Resource Center at 1-800-627-6872, or call the OVC Reply Line at 202-616-1926, or write to the Office for Victims of Crime, 810 Seventh Street, NW., Washington, D.C. 20531-0001. In addition, the application kit can be downloaded from the OVC World Wide Web homepage at [www.ojp.usdoj.gov/ovc/](http://www.ojp.usdoj.gov/ovc/).



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## Due Date and Application Submission

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Applications for competitive programs sent via the U.S. Postal Service (USPS) must be postmarked no later than **Friday, June 28, 2002**. Please be advised that mail sent via the USPS may be delayed in reaching OVC due to increased mail handling security measures. If an application is delayed in the mail and does not reach OVC in time for the peer review process, it may not be considered for funding regardless of the postmark date.

Hand-carried applications and applications sent via commercial carriers, such as United Parcel Service (UPS) and Federal Express (FedEx), must be received **no later than 5:30 p.m. eastern time, Friday, June 28, 2002**.

All applications should be addressed to:

**Office for Victims of Crime**  
**c/o OVC Training and Technical Assistance Center**  
**2277 Research Blvd., Mail Stop 4Q**  
**Rockville, MD 20850**  
**Telephone 301-519-5259** (*phone number is required for some carriers*)

**NOTE:** Applicants must clearly write the name of the program being applied for in the lower left corner of the envelope.

- L OVC will not grant extensions of the due date.**
- L OVC does not accept faxed submissions.**

## Eligibility Requirements

Applications are invited from public agencies, which includes colleges and universities, state governments, units of local government, tribal governments as well as private, nonprofit organizations including faith-based organizations. Applicants must demonstrate that they have the expertise and organizational capacity to successfully complete the project for which they are applying. Some program announcements in this kit list additional eligibility requirements specific to the goals of the particular program.

**For-profit organizations and individuals are not eligible to apply for grants in this application kit.**

Applicants who have questions about grant application requirements or who need assistance in completing the forms may contact Yvonne Jones (telephone 202-616-3566 or e-mail [yvonnej@ojp.usdoj.gov](mailto:yvonnej@ojp.usdoj.gov)). Applicants with substantive questions about an announcement's specific requirements should contact the OVC staff person identified at the end of the program description.

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## **Section I. Program Announcements**

### **Collaborative Response to Crime Victims in Urban Areas**

#### **(Cooperative Agreement)**

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**Award Amount:**

*Funding FY 2002/2003:* \$1,100,000 (\$300,000 to the pass-through organization and \$160,000 to each of the five sites)

*Funding FY 2004:* \$1,100,000 (\$300,000 to the pass-through organization and \$160,000 to each of the five sites)

*Funding FY 2005:* \$1,100,000 (\$300,000 to the pass-through organization and \$160,000 to each of the five sites)

(Funding in FY 2004 and FY 2005 is dependent upon grantee performance and deposits in the Crime Victims Fund.)

**Award Period:** 12-18 months for the first phase; second and third year funding is contingent upon meeting preceding year objectives and availability of funds.

**Goal:** The goal of this initiative is to create systems of services that link faith-based organizations and victim service programs in five high crime, urban neighborhoods.

**Purpose:** The purpose of this project is to support the creation of collaborative models for local victim assistance programs to join with faith-based organizations in high crime, urban settings to improve the range, quality, and accessibility of services to crime victims. Funding will be provided to one pass-through organization to assist five urban communities in establishing links between faith-based organizations and victim assistance programs or to substantially enhance existing links. First year funding will support selection of the sites' assessment of community needs and resources and the preliminary planning for the project. Second year funding will support the development of a plan to meet the needs of the community and the beginning of the implementation phase. Third year funding will support the completion of implementation efforts.

**Background:** Crime victims, like others in crisis, frequently turn to spiritual leaders for support in times of need. Although members of the clergy are often experienced with issues arising from a range of social justice problems, such as poverty, homelessness, drug abuse, and even offender rehabilitation, they are frequently not trained to understand and deal with the particular dynamics of crime victimization. In contrast, victim assistance programs possess the knowledge and practical resources for responding to the immediate needs of victims, but they may not be able to address the profound spiritual crisis brought on by a criminal act.

**Program Strategy:** This solicitation invites applicants to plan and implement a 3-year program to improve the delivery of services to victims by establishing or improving links between faith-based organizations and victim service programs in five urban communities. OVC will select one organization to serve as a pass-through for funding to the pilot sites. The organization selected will provide technical assistance to the sites during the course of the project and evaluate progress and outcomes. It will also

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facilitate mentoring opportunities among sites.

The pass-through organization should help each of the sites develop a network of comprehensive services that links the faith and victim assistance communities. These model networks should identify critical gaps in services, build on existing resources, and develop collaborative, innovative solutions that improve the communities' responses to victims. The pass-through organization will help the sites focus efforts on planning for sustainability of the project after OVC funding ends, including strengthening organizational capacity and fund-raising capability. In its application, the applicant organization must clearly demonstrate how it will accomplish financial and programmatic oversight of the subgrantee organizations.

In the first phase of the project (FY 2002/2003), the grantee (pass-through organization) will

- # Develop a streamlined, competitive process to award a total of five grants of \$160,000 each to agencies and organizations in criminal justice and community settings to develop or significantly enhance networks of victim assistance and faith-based organizations. Each of the sites should demonstrate a willingness on the part of faith-based and victim service organizations, criminal justice agencies, health and mental health professionals, and public officials to participate in a project of this nature. The grantee will work closely with the OVC grant monitor to establish criteria for selection of the subgrantee sites and to develop and disseminate a solicitation to appropriate organizations across the country, using a variety of advertising media, including written and electronic newsletters, clearinghouses, listservs, and Web sites. If the grantee elects to mail printed solicitations to prospective victim assistance organizations, they may use the mailing lists and dissemination resources of the OVC Resource Center at OVC's expense. The selection criteria developed by the grantee in coordination with OVC will outline needed documentation to meet the definition of "high crime."
- # The grantee will submit its recommendations for funding of the five sites to OVC for approval. The grantee must provide each subgrantee applicant written notification of the final resolution of its application.
- # Work with the selected sites to assess resources, both faith-based and secular, and to identify gaps in services to victims.
- # Facilitate dialogue between faith-based organizations and victim assistance programs in each of the five sites.

In the first phase of the project (FY 2002/2003), using technical assistance provided by the grantee organization, the five pilot sites will

- # Conduct an assessment of existing resources and gaps.
- # Establish a local, multidisciplinary advisory committee to direct and guide the activities of the

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project. Members should include representatives from victim assistance programs and faith-based institutions and organizations.

- # Based on the assessment of needs and resources, begin the preliminary design of a plan for establishing or enhancing a faith community-victim assistance link.
- # Begin to formulate a plan for sustaining project efforts after the funding from OVC ends. This includes identifying the key leaders and outlining their roles in this effort.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.*

In FY 2004, contingent upon meeting the first phase objectives and the availability of continuation funding, the grantee will

- # Provide technical assistance to the sites in completing their plans for establishing or enhancing a network of faith-based and victim assistance programs.
- # Provide technical assistance to the sites as they begin implementation of their plans, including facilitation of dialog among participating organizations and programs.
- # Compile a cross-site report based on an analysis of the progress reports provided by each of the pilot sites (see below) and submit it to OVC for review.

In FY 2004, contingent upon meeting the first year objectives and the availability of continuation funding, the five pilot sites will

- # Complete development of their plans for establishing or enhancing faith-based and victim assistance networks, using the ongoing technical assistance of the grantee.
- # Begin implementation of their plans, with the ongoing technical assistance of the grantee.
- # Complete a progress report that summarizes the following: implementation of and adjustments to the plan; added or improved services for crime victims; effective referrals among faith-based communities and secular victim service organizations; the number of victims served; the number of volunteers trained to work with crime victims; and, an assessment of expanded collaboration among faith-based organizations and victim service providers. The report will be submitted to the grantee.

In FY 2005, contingent upon meeting the first year objectives and the availability of continuation funding, the grantee will

- # Continue to provide technical assistance to the five sites on implementing their plans.

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- # Provide technical assistance to the five sites on developing a plan for sustaining their faith-based and victim assistance networks.
  - # Convene a meeting of representatives of all five pilot sites to discuss progress, strategies, and outcomes.
  - # Compile and submit a report that summarizes the progress and outcomes of the five pilot projects.

In FY 2005, contingent upon meeting the first year objectives and the availability of continuation funding, each of the five pilot sites will

- # Continue implementation of its plan developed in FY 2003 for establishing or enhancing faith-based and victim assistance networks, with the ongoing technical assistance of the grantee.
- # Develop a victim assistance programs directory including faith-based assistance programs and the services they provide.
- # Complete a final progress report that summarizes the progress and outcomes of the project, including core principles and practices that were effective in increasing collaboration among faith-based organizations and victim service programs, lessons learned, and the plan for sustaining project efforts once OVC funding ends.

**Evaluation:** The grantee will work with each of the sites to design a basic evaluation of the project by incorporating simple, practical performance measures. An evaluation should aim to answer at least the following basic questions:

- # What are the problems and obstacles faced by the community in establishing links among faith-based organizations and victim service programs?
- # What needs and resources were identified through the community assessment?
- # Is there an effective network of faith-based and secular victim assistance that can respond to crime victims by providing services, according rights, assisting with safety planning, and assuring protection?
- # Has there been an increase in the number of victims in the community being served? If so, what is the increase?
- # What additional or enhanced services were provided?
- # Were there victims receiving services who had not previously been served?

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- # What successful approaches were undertaken to provide or enhance victim services and to overcome the problems and obstacles?
  - # How were these approaches developed and implemented?
  - # Will the pilot sites be able to sustain their victim services programs after the OVC funding ends?

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures for the first phase of the project are provided:

- # Competitive selection of five pilot sites based on criteria jointly developed with OVC.
- # Establishment of multidisciplinary committees in each of the five selected sites.
- # Completion of a community-based needs assessment for each of the five sites that identifies needs, gaps in services, and available resources.
- # Completion of preliminary planning for each site to establish networks of comprehensive services that link the faith and victim assistance communities.
- # Number of victims served.
- # Number of volunteers in faith-based organizations trained to work with crime victims.

The grantee must document the completion of these tasks in the semiannual progress reports provided to OVC, with data collected from the five pilot sites through a data collection mechanism specified in the grant application.

**Eligibility Requirements:** Eligible applicants are organizations that have a knowledge and understanding of victimization issues and credibility in working with faith-based organizations. Applicants must demonstrate the organizational capability to undertake an initiative that will involve serving as a channel of funding, providing technical assistance, and evaluating progress and outcomes.

**Application:** Applicants must follow the guidance provided in Section II, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Bill Brantley (telephone 202-616-3574 or e-mail [brantley@ojp.usdoj.gov](mailto:brantley@ojp.usdoj.gov)).

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## Urban High Crime Neighborhood Initiative (Cooperative Agreement)

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**Award Amount:**

*Funding FY 2002:* \$300,000 (\$60,000 planning grants to each of five neighborhoods)

*Funding FY 2003:* \$750,000 (\$150,000 for each of five grantee neighborhoods)

*Funding FY 2004:* \$750,000 (\$150,000 for each of five grantee neighborhoods)

*Funding FY 2005:* \$500,000 (\$100,000 to each of five grantee neighborhoods)

(Funding in FY 2003, FY 2004, and FY 2005 is dependent upon grantee performance and deposits in the Crime Victims Fund.)

**Award Period:** 12 -15 months; second, third, and fourth year funding is contingent upon meeting preceding year objectives and availability of funds.

**Goal:** The goal of this initiative is to ensure that victims in five high crime, urban neighborhoods receive needed services and interventions.

**Purpose:** The purpose of this project is to support the creation of collaborative models for grassroots, community service and victim assistance organizations to join together in high crime, urban settings to lead initiatives that will improve the range, quality, and accessibility of services to crime victims in their own neighborhoods. Funding will be provided to five high crime urban neighborhoods to develop an initiative to establish comprehensive and quality victim services (or substantially enhance existing services) for particular types of victimization identified by the grantee sites. First year funding will support an assessment of community needs and resources and preliminary planning for the project; second year funding will support the development of a plan to meet the needs of the community and the beginning of the implementation phase; and, third and fourth year funding will support the continuation and completion of implementation efforts.

**Background:** Identifiable neighborhoods in certain urban areas of this country experience homicide, robbery, assault, and other major crimes in higher proportion than residents in other urban, suburban, and rural communities. Such neighborhoods with high crime rates usually face other social issues and problems as well, such as poverty, low academic achievement, and high unemployment. Services for victims of crime in these areas may be seriously inadequate or lacking. These neighborhoods may not receive an adequate share of victim services funding and may need additional resources.

**Program Strategy:** This solicitation invites applicants to plan and implement a 4-year program to improve the delivery of services to crime victims in high crime urban neighborhoods. It is expected that the services will be located in the particular neighborhood. The neighborhoods will identify crime victims whose needs will be addressed and the types of victimization on which to focus. OVC is interested in projects that address the needs of unserved and underserved victims, particularly those victimized by crimes such as robbery, assault, homicide, school violence, and gang violence.

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Applicants should clearly describe the specific geographical boundaries of the designated neighborhood. OVC encourages applicants to include a map of the designated area. Applicants should also document the existence of high levels of crime in their neighborhood by using indicators such as crime rate, number of homicides, Uniformed Crime Report (UCR) data, calls for service to law enforcement, victimization survey results, and crime mapping data.

The project must identify and join together grassroots, community service, and victim assistance organizations located in the neighborhood to work collaboratively to establish or enhance the provision of accessibility, types, and quality of services to victims of crime in that neighborhood. The following are some of the types of services that might be supported: crisis counseling; emergency financial assistance; provision of information on victims' rights; expedition of victims' access to medical care, mental health services, transportation, and information and assistance in the criminal justice system; shelter and housing, and assistance in obtaining victim compensation. To assist in institutionalizing these improved services for and responses to victims, the OVC Training and Technical Assistance Center (TTAC) will provide ongoing technical assistance to the grantees and their community partners to fulfill the critical tasks that must be accomplished including assessing community needs and resources, strategic planning, project evaluation, and sustainability.

OVC will select five victim assistance organizations or public agencies in urban high crime neighborhoods to develop promising practices and collaborative networks to improve victim access to a continuum of needed services, and interventions. These model networks or partnerships should build on existing resources, identify critical gaps in services, and develop collaborative, innovative solutions that improve the criminal justice response to victims and enhance services for victims. Resources that should be assessed include law enforcement and other criminal justice agencies; victim services organizations including sexual assault and domestic violence assistance programs; public housing; health, mental health, and social services; youth programs; parks and recreation programs; community centers; and the faith community. Additionally, it is critical that the effort focus on planning for sustainability of the project after OVC funding ends, including strengthening organizational capacity and fundraising capability.

Some of the elements that OVC will consider in reviewing the applications are

- # Shared vision and strong leadership of the stakeholders involved in the project.
- # Commitment on the part of all stakeholders involved in the project.
- # Representation by and involvement of appropriate stakeholders in the project.
- # Sufficient decisionmaking power on the part of the representatives involved in the project.
- # Adequate structure of the initiative.



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In FY 2002 the grantees will

- # Establish a local, multidisciplinary advisory committee for the initiative to direct and guide the activities of the project. Members should include, but need not be limited to: representatives from victim advocacy organizations; law enforcement and other criminal justice professionals; programs for youth; health and mental health professionals; public housing officials; social services personnel; local government officials and policymakers; and state Victims of Crime Act (VOCA) victim assistance and compensation administrators. Applicants should identify their advisory group members in the proposal.
- # Working with an expert/consultant identified and funded separately by OVC, develop a needs assessment tool and conduct an assessment of the community's ability to provide services to the victims of crime identified by the project. The needs assessment should identify barriers to service accessibility, gaps in services, and potential resources to address victims' unmet needs. The quality and findings of this assessment will be a major factor for consideration in decisions about second year funding.
- # Based on the assessment of needs and resources, work with the expert/consultant to begin the preliminary design of a plan for establishing or enhancing victim services in the community.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.*

In FY 2003, contingent upon meeting the first year objectives and the availability of continuation funding, the grantees will

- # Complete development of a plan for establishing or enhancing victim services in the community, with the ongoing technical assistance of the expert retained and funded by OVC.
- # Begin implementation of the plan, with the ongoing technical assistance of the expert retained and funded by OVC. Progress in the implementation of this plan will be a major factor for consideration in decisions on third year funding.
- # Complete a progress report that summarizes the following: implementation of and adjustments to the plan; services and interventions for crime victims that are added or improved; the number of victims served; and, an assessment of expanded collaboration among service providers.
- # Formulate a plan for sustaining project efforts after the funding from OVC ends. This includes identifying the key leaders and outlining their roles in this effort.

In FY 2004, contingent upon meeting the second year objectives and the availability of continuation funding, the grantees will

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- # Continue implementation of the plan developed in FY 2003 for establishing or enhancing victim services in the community, with the ongoing technical assistance of the expert retained and funded by OVC.
  - # Complete a progress report that summarizes the implementation of and adjustments to the plan; services and interventions for crime victims that are added or improved; the number of victims served; and, an assessment of expanded collaboration among service providers.

In FY 2005, contingent upon meeting the second year objectives and the availability of continuation funding, the grantees will

- # Continue implementation of the plan developed in FY 2003 for establishing or enhancing victim services in the community, with the ongoing technical assistance of the expert retained and funded by OVC.
- # Complete a final progress report that summarizes the progress and outcomes of the project, including core principles and practices that were effective in increasing collaboration among community service providers, “lessons learned,” and the plan for sustaining the project efforts after OVC funding ends.

**Evaluation:** OVC will select and fund an expert/consultant who will work with the five sites to design a basic evaluation of the project, incorporating simple, practical performance measures. An evaluation may consider some of the following basic questions:

- # What are the problems and obstacles faced by the community in providing victim services for the victims identified?
- # What needs and resources were identified through the community assessment?
- # Is there a viable network of providers in the areas of criminal justice, public housing, health and mental health, social services, victim advocacy, and other community services that can respond to crime victims, provide services, accord rights, assist with safety planning, and assure protection?
- # Has there been an increase in the number of victims in the community being served? If so, specify the increase?
- # What additional or enhanced services were provided?
- # Did victims receive services who had not previously been served?
- # What successful approaches were undertaken to provide or enhance victim services and to overcome problems and obstacles?

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# How were these approaches developed and implemented?

# Will the grantees be able to sustain their victim services programs after OVC funding ends?

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures for the first year are provided

# Establishment of a multidisciplinary advisory committee to direct and guide the activities of each site.

# Conduct a needs assessment of each site to identify gaps in services and available resources.

# Using findings from the needs assessment, development of a preliminary plan for each site to establish or enhance victim services in the community.

# Sustainability of the project after OVC funding ends.

The grantees must document the accomplishment of these measures in the semiannual progress reports submitted to OVC. The progress reports must include information on the composition of the advisory committee, number and length of meetings conducted, other notable activities of the advisory committee, and the written recommendations provided by the committee to the project at large. The grantee will also provide a copy of the needs assessment tool and major findings, as well as a copy of the preliminary plan to establish or enhance victim services in the community. The grantee must describe a mechanism for collecting these data in its grant application.

**Eligibility Requirements:** Eligible applicants must be nonprofit victim assistance organizations or public agencies in high crime, urban neighborhoods that have a knowledge and understanding of victimization issues. The applicant must demonstrate the organizational capability to undertake a comprehensive initiative to establish or enhance victim services and interventions at the neighborhood level. Applicants may be located in communities that currently have a Weed and Seed or Project Safe Neighborhood site.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Meg Morrow (telephone 202-305-2986 or e-mail meg@ojp.usdoj.gov).

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## **Training for Community-Based Grief Centers (Cooperative Agreement)**

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**Award Amount:**

\$200,000 (\$100,000 for one pass-through organization and \$20,000 to each of five pilot sites)

**Award Period:** 12-18 months

**Goal:** The goal of this initiative is to develop protocols for establishing grief centers to work with victims of violent crime, including terrorism and mass violence.

**Purpose:** The purpose of this project is to support the creation of grief centers where victims of violent crime, including terrorism and mass violence, can find resources to meet their emotional, spiritual, and mental health needs. The project, to be awarded to one pass-through organization, will support the development of protocols for establishing grief centers in five communities. Four of the pilot sites may represent a single faith (Muslim, Jewish, Christian, etc.), but they must, as a whole, reflect multiple faith approaches. A fifth site must be ecumenical in nature. The pass-through organization will select the sites, provide technical assistance, and facilitate the exchange of information among sites and outside experts.

**Background:** Millions of Americans call upon religious leaders for spiritual guidance, support, and information in times of personal crisis. One study found that people who have lost loved ones are almost five times more likely to seek the aid of the clergy than all other mental health sources combined. Incidents of violent crime, mass violence, and terrorism can extend the reach of trauma through entire communities, lending urgency to the need for faith-based counseling and resources. Unfortunately, communities are often unprepared for such traumatic events and are forced to spend time and resources setting up their responses, compromising the speed and efficiency with which they are able to reach out to victims and community members. For this reason, community protocols in setting up response centers, particularly to deal with the emotional, spiritual, and mental health consequences of crime, are critical.

**Program Strategy:** This solicitation invites applicants to work with five pilot communities to develop plans for responding to incidents of violent crime, including mass violence and terrorism. OVC will select one organization to serve as a conduit for funding to the pilot sites. That organization will select the sites in coordination with OVC and provide technical assistance during the course of the project. It will also facilitate the exchange of information among sites and experts in the areas of violent crime and mass violence. In its application, the applicant organization must clearly demonstrate how it will accomplish financial and programmatic oversight of the subgrantee organizations.

Each of the sites will, with the aid of the pass-through organization, develop a plan for responding to violent crime by forming councils of faith-based and victim service organizations, criminal justice agencies, health and mental health professionals, and public officials. The councils will meet to develop strategies for setting up community grief centers in the event of a violent crime or terrorist act. The

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councils must develop protocols for establishing the centers by building on existing resources and identifying ways to fill critical gaps.

Below are some of the elements that OVC will consider in reviewing the applications:

- # Capacity of the pass-through organization to serve as a funding conduit for and technical assistance provider to the five pilot sites.
- # Soundness of the plan for coordinating activities and sharing information among sites.
- # Understanding of the dynamics of violent crime, mass violence, and terrorism as well as credibility with communities of faith.
- # Demonstration of the pass-through organization's ability to identify key program elements in the five sites, including shared vision and strong leadership of the stakeholders; commitment on the part of all stakeholders; representation by and involvement of appropriate stakeholders; and, sufficient decisionmaking power on the part of the council representatives.
- # Adequate organizational structure of the initiative.

In FY 2002, the grantee (pass-through organization) will

- # Develop a streamlined, competitive process to award a total of five grants of \$20,000 each to agencies and organizations in criminal justice and community settings to develop protocols for establishing grief centers. Each of the sites should demonstrate a willingness on the part of faith-based and victim service organizations, criminal justice agencies, health and mental health professionals, and public officials to participate in a project of this nature. The grantee will work closely with the OVC grant monitor to establish criteria for selection of the subgrantee sites and to develop and disseminate a solicitation to appropriate organizations across the country, using a variety of advertising media including written and electronic newsletters, clearinghouses, listservs, and Web sites. If the grantee elects to mail printed solicitations to prospective victim assistance organizations, it will use the mailing lists and dissemination resources of the OVC Resource Center at OVC expense.
- # Submit its recommendations for funding of the five sites to OVC for approval. The grantee must provide each subgrantee applicant written notification of the final resolution of its application.
- # Identify experts in the field of violent crime, mass violence, and terrorism to assist the sites in establishing protocols.
- # Work with councils at the selected sites to assess resources, both faith-based and secular, and to identify gaps in services to victims.

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- # Provide technical assistance to sites in facilitating dialogue among council members at each of the five sites.
  - # Facilitate the sharing of information among sites and the experts.
  - # Compile the protocols developed at each of the sites and submit a report summarizing the process of protocol development at each site. The report should capture both the successful and unsuccessful components.

In FY 2002, each of the five pilot sites will

- # Demonstrate a willingness on the part of faith-based and victim service organizations, criminal justice agencies, health and mental health professionals, and public officials to participate in a project of this nature. For example, participation might be formalized in a Memorandum of Understanding entered into by the participant organizations.
- # Establish a local council composed of faith-based practitioners, victim service providers, criminal justice personnel, health and mental health professionals, and public officials who have authority to make decisions about community protocols.
- # With the aid of the grantee and identified experts in violent crime, mass violence, and terrorism, meet to discuss and develop strategies for establishing a response to the emotional, spiritual, and mental health needs of violent crime victims.
- # Draft a protocol for establishing a grief center in the event of traumatic or mass violence or terrorism.
- # Through the grantee, share information on process and outcomes with the other pilot sites.

In FY 2003, the developed protocols and lessons learned from the activities of the project will be made available to other communities through OVC's Training and Technical Assistance Center.

**Eligibility Requirements:** Eligible applicants are organizations that have a knowledge and understanding of violent victimization issues, including issues related to mass violence and terrorism, and credibility in working with faith-based organizations, criminal justice agencies, and public officials. The applicant must demonstrate the organizational capability to undertake an initiative that will involve serving as a channel of funding, providing technical assistance, and facilitating information exchange and discussion.

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data, for which the Office of Justice Programs (OJP) is responsible, the following

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performance measures are provided:

- # Competitive selection of five sites for funding and for the provision of technical assistance.
- # Establishment of a council to guide protocol development in each of the five sites, with representation from faith-based and victim service organizations, criminal justice agencies, medical and mental health professionals, and public officials.
- # Development of a written protocol for establishing grief centers to work with victims of violent crime, including terrorism and mass violence, by each pilot site.

The grantees must document the accomplishment of these measures in the semiannual progress reports submitted to OVC. The progress reports must include information on the composition and operation of the council, number and length of meetings conducted, other notable activities of the council, and the written recommendations provided by the council to the project at large. The grantee will also provide a copy of written protocol. The grantee must specify a mechanism for collecting the data from the pilot sites in its application.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Bill Brantley (telephone 202-616-3574 or e-mail [brantley@ojp.usdoj.gov](mailto:brantley@ojp.usdoj.gov)).

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## Promising Practices in Serving Crime Victims With Disabilities (Cooperative Agreement)

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### **Award Amount:**

*Funding FY 2002-2003:* \$850,000 (\$250,000 designated to grantee, \$60,000 designated to each of 10 subgrantees)

*Funding FY 2004:* \$1,450,000 (\$250,000 to grantee, \$120,000 to each of 10 subgrantees)

*Funding FY 2005:* \$950,000 (\$250,000 to grantee, \$70,000 to each of five subgrantees)

(Funding in FY 2004 and FY 2005 is dependent upon grantee performance and deposits in the Crime Victims Fund)

**Award Period:** 15-18 months for the first phase of the project (FY 2002/2003)

**Goal:** To promote innovative practices, principles, and community partnerships that will strengthen the ability of victim assistance organizations to provide accessible and appropriate services to victims with a wide range of disabilities.

**Purpose:** To provide funding to an organization with the interest and capability of identifying and selecting 10 victim assistance programs to receive funding, training, and technical assistance to improve their ability to identify and serve victims with disabilities.

**Background/Problem Statement:** Disability advocates have reported an epidemic of victimization committed against people with disabilities. Research by Sobsey and Doe in 1991 indicated that 83 percent of women with cognitive disabilities had been sexually assaulted and, of those assaulted, nearly 50 percent had been sexually assaulted 10 or more times. Recent research by Sullivan and Knutson in 1998 found that the relative risk for maltreatment among children with disabilities was three times that of other children. At the same time, many victim assistance agencies report that they rarely serve victims with a disability. Many individuals with disabilities report that they are unaware of victim services or that the services are frequently not accessible and not appropriate for their individualized needs.

**Program Strategy:** This project will competitively select and provide funding to a public agency or private, nonprofit organization to develop and administer a multiyear project to assist 10 victim services organizations, based either in the community or in the criminal justice system, to strengthen their capacity to identify and serve victims with disabilities and to support these victims' access to other needed services and interventions, *including participation in the criminal justice system*. In the first phase of the project, FY 2002/2003, the grantee will accomplish the following tasks:

- # Develop a streamlined, competitive process to award a total of 10 planning grants of \$60,000 each to agencies and organizations in both criminal justice and community settings to develop or significantly enhance their ability to provide comprehensive, accessible victim services to individuals with disabilities. The grantee will work closely with the OVC grant monitor to establish criteria for selection of the subgrantee sites and to develop and disseminate a solicitation to appropriate organizations across the country, using a variety of advertising media, including written and



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electronic newsletters, clearinghouses, listservs, and Web sites. If the grantee elects to mail printed solicitations to prospective victim assistance organizations, they may utilize the mailing lists and dissemination resources of the OVC Resource Center at OVC expense.

- # The grantee will ensure that a peer review of the applications is performed, based on criteria developed jointly with OVC and outlined in the solicitation to be developed, using at least one direct service provider from the victim assistance field, one direct service provider from the disability service field, and one national expert on victimization and disabilities to review the applications. The grantee will submit its recommendations for funding to OVC for approval and must provide each subgrantee applicant written notification of the final resolution of its application.
- # Applicant organizations must submit a plan that will encourage the participation of a wide variety of victim service organizations that are geographically and demographically diverse.
- # Applicant organizations must submit a plan that recognizes that victim service providers must be prepared to serve crime victims with many different types of physical and intellectual disabilities.
- # The grantee will work closely with the OVC grant monitor to provide each of the 10 subgrantee organizations support and technical assistance for 12 months after the award of the subgrant to assist each subgrantee organization to accomplish the following:
  - (1) Conduct a community needs assessment using a “strength-based” model that identifies (a) barriers that hinder or prevent crime victims with disabilities from reporting their victimization to the criminal justice system; (b) gaps in the provision of appropriate, accessible services and interventions for these victims; and, (c) resources, innovative processes, and strategic partnerships to overcome these obstacles.
  - (2) Develop a strategic plan that clearly outlines the goals and objectives of the organization in reaching out to victims with disabilities, describes how existing services and interventions will be enhanced to ensure their appropriateness and accessibility to victims with a wide range of disabilities, and demonstrates how to overcome gaps or barriers that impact victims’ participation in the criminal justice and services delivery systems. The strategic plan should emphasize strong collaborative partnerships with the criminal justice system and the community-at-large, including disabilities, medical, mental health, human services, and other appropriate programs. The strategic plan should emphasize the use of technical assistance and training from a wide range of sources, including those identified by the grantee and OVC.
  - (3) Develop a pragmatic evaluation plan that will identify simple performance measures relevant to each site. Develop a streamlined process for collecting the needed information and submitting it to the grantee organization for compilation into progress reports that will be provided to OVC.
  - (4) Share information and resources and promote problem-solving among the 10 subgrantee organizations to maximize innovation and cost-effectiveness.

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(5) Enhance provider knowledge and understanding of different types of disabilities and the dynamics of victimization of individuals with disabilities and the additional challenges and issues that may arise when a victim acquires a disability as the result of a crime. Ensure that services to victims with disabilities are culturally competent.

In its application, the applicant organization must clearly demonstrate how it will accomplish financial and programmatic oversight of the subgrantee organizations. The grantee may employ a variety of mechanisms and processes to provide technical assistance including: site visits; cluster meetings; telephonic, written, and e-mail communications; teleconferencing; the Internet; electronic and written newsletters; and publications. The grantee organization may require that each subgrantee organization designate up to \$5000 of its planning subgrant to support attendance of the subgrantee project director or other key project personnel at training or technical assistance meetings or other events designated by the grantee. The OVC grant monitor will work closely with the grantee organization to identify cost-effective resources for subgrantee training and technical assistance, including training and technical assistance from the OVC Training and Technical Assistance Center.

**FY 2004 and FY 2005 Funding and Program Strategy:** OVC anticipates that future deposits in the Crime Victims Fund will support two additional phases of the project, to be accomplished in FY 2004 and FY 2005. Based on fund availability and grantee performance, OVC will award continuation funding of \$1,450,000 during FY 2004 and \$950,000 in FY 2005 to the grantee to continue its technical assistance and oversight activities and to provide funding support to subgrantees. (Each of the subgrantee organizations will receive \$120,000 in FY 2004 and \$70,000 in FY 2005 to implement its accessible services initiative. The grantee will receive \$250,000 each of the subsequent years.)

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.* At the end of the project, the grantee will produce a summary report that describes the project's development and implementation, evaluation methodology, effective strategies, core principles, and innovative practices in serving victims with disabilities as well as funding, training, and technical assistance resources available to support innovative, accessible victim services and participation in the criminal justice system. This summary should serve to inform the efforts of other victim service organizations.

Grantee technical assistance and oversight activities during FY 2004 and FY 2005 will address the following:

- # Implementation of the strategic plans developed by the subgrantee organizations in FY 2002-2003.
- # Ongoing program evaluation activities by the subgrantees.
- # Continued promotion of information and resource sharing among subgrantees.

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- # Continued promotion of information and skill-building around victimization, disability, and cultural competency issues.
  - # Building subgrantee financial capacity to sustain enhanced program and community responses to victims with disabilities.

**Evaluation:** The grantee must design and implement a basic evaluation of the project, incorporating simple, practical performance measures. An evaluation may consider some of the following basic questions:

- # What are the problems and obstacles faced by the community in providing victim services for victims with disabilities?
- # What needs and resources were identified through the community assessment?
- # Is there an effective network of providers in the community, including the areas of criminal justice, disability advocacy, medical and mental health, social services, victim advocacy, and other community providers that can respond to crime victims with a wide range of disabilities by providing accessible services, according rights, assisting with safety planning and assuring protection?
- # Has there been an increase in the number of victims with disabilities in the community being identified and served? If so, specify the increase.
- # How were services enhanced to make them accessible to victims with disabilities?
- # Did victims with disabilities receive services who had not previously been served?
- # What successful approaches were undertaken to provide or enhance victim services and to overcome problems and obstacles?
- # Was there an increase in the number of victims with disabilities who participated in the criminal justice process?
- # What interventions and supportive services were provided to support the participation of victims with disabilities in the criminal justice process?
- # How were these approaches to support delivery of services and increase criminal justice system participation developed and implemented?
- # Will the grantees be able to sustain their victim services programs after OVC funding ends?
- # What protocols and promising practices were identified that could assist other victim assistance

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agencies in strengthening their response to victims with disabilities?

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures for the first phase of the project are provided:

- # Selection of 10 subgrantees through a competitive process and award funding.
- # Development and implementation of an evaluation plan for subgrantee sites.
- # Assessment of technical assistance and training needs of subgrantees.
- # Completion of a community needs assessment by each subgrantee organization.
- # Development of a strategic plan by each subgrantee organization that reflects the findings of its community needs assessments and clearly articulates project objectives.
- # Number of subgrantee organizations that continue to provide comprehensive, accessible services to victims with disabilities after OVC funding ends.

The grantees must document the accomplishment of these measures in the semiannual progress reports submitted to OVC. The progress reports must include information on all of the above performance measures. The grantee will also provide a copies of the community needs assessment tools and major findings, the technical assistance and training needs assessment of subgrantees, as well as a copy of each subgrantee's strategic plan to strengthen the response to victims with a wide range of disabilities. The grantee must describe a mechanism for collecting this data in its grant application.

**Eligibility Requirements:** Private, nonprofit organizations, colleges or universities, and units of state or local government which demonstrate strong capability in administration, planning, and provision of training and technical assistance, and whose staff have knowledge and experience in both victimization and disability issues. Disability advocacy or disability service organizations with a strong grounding in victimization issues are eligible to apply.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Joye Whatley (telephone 202-305-1715 or e-mail [whatleyj@ojp.usdoj.gov](mailto:whatleyj@ojp.usdoj.gov)).

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## **Victim Services in Rural Law Enforcement (Cooperative Agreement)**

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### **Award Amount:**

*Funding FY 2002-2003:* \$500,000 (\$200,000 to the grantee and \$300,000 to subgrantees)

*Funding FY 2004:* \$950,000 (\$200,000 to the grantee and \$750,000 to subgrantees)

*Funding FY 2005:* \$550,000 (\$150,000 to the grantee and \$400,000 to subgrantees)

(Funding in FY 2004 and FY 2005 is dependent upon grantee performance and deposits in the Crime Victims Fund.)

**Award Period:** 18 – 24 months; subsequent year funding is contingent upon meeting preceding year objectives and availability of funds.

**Goal:** The goal of this multiyear program is to ensure that underserved victims in rural areas receive needed services and interventions.

**Purpose:** The purpose of this project is to integrate or enhance a strong victim assistance component into rural law enforcement agencies. First and second year funding will support the planning phase of the project; third and fourth year funding will support implementation efforts.

**Background:** Law enforcement officers are often the first individuals to approach victims after a crime occurs and are often the only contact that victims ever have with the criminal justice system. Therefore, law enforcement officers have a particularly critical need for information on how to respond helpfully and compassionately to victims. Due to the isolation, geographical distances, and limited resources available to law enforcement in rural areas, the challenge of meeting the needs of victims is even greater. In the aftermath of victimization, many victims in rural areas never receive the vital services necessary to begin their emotional, physical, and financial healing. To creatively and economically meet this challenge, rural law enforcement agencies need assistance in identifying resources and promising practices.

**Program Strategy:** This solicitation invites applicants to plan and implement a four-year demonstration program to improve the delivery of victim services by rural law enforcement. OVC will select and provide funding through a cooperative agreement to a law enforcement agency or organization to develop and administer a project to integrate a strong victim assistance component into rural law enforcement agencies. Activities should be aimed at (1) improving rural law enforcement's response to victims, ensuring that victims receive a helpful and sensitive first response and (2) ensuring that victims in rural communities receive any follow-up assistance needed to heal after their victimization including, but not limited to, crisis counseling, advocacy, mental health services, emergency financial assistance, shelter, clothing, transportation, therapy, and information on case disposition.

In FY 2002 and 2003, the grantee will

- # Establish an advisory group to guide activities under the grant. The advisory group should represent a cross-section of criminal justice and other professionals, including law enforcement officials,

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prosecutors, and judicial personnel, victim service providers, social services professionals, health and mental health professionals, local government officials and policymakers, and state Victims of Crime Act victim assistance and compensation administrators. (The applicant should identify the advisory group members in the proposal.)

- # Work with OVC to develop criteria for selection of law enforcement agencies eligible for the funding and develop and disseminate a streamlined application procedure. Core elements of these programs must include close collaboration with system and community-based victim assistance providers as well as a baseline knowledge of victimization issues.
- # Competitively select 10 rural sites and provide a planning grant of \$30,000 to each of those sites to develop or significantly enhance their ability to provide assistance to crime victims.
- # Work with the sites to develop a tool for assessing their needs and resources and provide direction and guidance to the sites in conducting the assessment.
- # Based on the assessment of the needs and resources of the particular community, work with the sites to design an appropriate plan for establishing or enhancing their ability to provide victim services.
- # Provide and/or coordinate any necessary technical assistance and training to the sites as they develop their assessments of needs and resources and undertake design of their project plans.
- # Develop and implement a plan for financial and programmatic monitoring and evaluating the progress of the sites.
- # Convene a cluster meeting of representatives from each of the sites to provide an opportunity for cross-site interaction and information-sharing, and to provide training and technical assistance related to the assessment of needs and resources and to the development of the project plans. The grantee may require each subgrantee to use up to \$2,000 of its subgrantee award to support attendance of key project personnel at the cluster meeting.
- # Work with the sites to document the planning phase of the project to create a history of the planning process for purposes of the report required at the end of the grant.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative. In FY 2004 and 2005, contingent upon meeting the first and second year objectives and the availability of continuation funding, the grantee will*

- # Provide grants up to \$75,000 to the subgrantee agencies in FY 2004 and grants up to \$40,000 in FY 2005.
- # Provide and/or coordinate any necessary technical assistance and training to the sites as they

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develop and implement their project plans.

- # Enhance the sites' knowledge of the impact of victimization, appropriate interventions and services, and culturally appropriate services to victims from ethnic or cultural minority populations.
- # Convene a second cluster meeting of representatives from each of the sites to provide an opportunity for cross-site interaction, information-sharing, and training and technical assistance related to implementation of the project plans. The grantee may require each subgrantee to use up to \$2,000 of its subgrantee award to support attendance of key project personnel at the cluster meeting.
- # Work with the sites to build subgrantee financial capacity to sustain the program after OVC funding ends.
- # Complete an evaluation of the sites.
- # Produce a concise report to be published as an OVC bulletin that covers the development of the program, the individual efforts of the sites, and the evaluation findings, highlighting the core elements, obstacles, and sustaining principles.
- # Conduct presentations on the initiative at appropriate national training conferences.

**Evaluation:** The grantee will be responsible for developing and administering an evaluation of the sites. Applicants should include in their proposals a detailed description of how this evaluation will be developed and implemented and the resources that will be committed to this task. As part of its activities in monitoring the progress of the sites and conducting the evaluation, the grantee should (1) identify basic performance measures and information that can be collected across the sites, and on which the sites will be required to report; (2) develop a reporting form for the sites to use.

At a minimum, the evaluation must aim to answer the following questions:

- # What are the problems and obstacles faced by rural law enforcement agencies in providing victim services?
- # What successful approaches did the subgrantees undertake to provide or enhance victim services and to overcome the problems and obstacles?
- # How were those approaches developed and implemented?
- # Were the law enforcement agencies and their partners in the community able to provide services to more victims and to victims from underserved populations, such as immigrant victims or victims with disabilities?

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- # Were the law enforcement agencies and their partners in the community able to provide a wider range of services to more victims?
  - # What specific services were provided?
  - # Were the services provided improved over those previously provided? If so, how?
  - # Are the subgrantees able to sustain their victim service programs after OVC funding ends?

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures for the first phase of the project are provided:

- # Establish an advisory group to guide project design and activities.
- # Select and fund 10 law enforcement agencies in rural sites to develop or enhance their ability to provide victim services.
- # Complete a needs assessment for each site.
- # Ensure that each site develops a strategic plan to establish or enhance a victim assistance component in the law enforcement response to crime victims.
- # Convene a cluster meeting of key project staff from each site to share information and provide needed training and technical assistance.
- # Develop an evaluation plan and reporting form to collect evaluation data from the sites.
- # Number of subgrantee sites that are able to sustain their victim service programs after OVC funding ends.

**Eligibility Requirements:** Eligible applicants must be rural law enforcement agencies or organizations representing the interests of law enforcement agencies that have a knowledge and understanding of victimization issues. Applicants must demonstrate the organizational capability to undertake a demonstration project involving the administration of subgrants to 10 sites. This includes the development of a solicitation seeking applications for the project and subsequent monitoring and evaluation of the subgrant sites. Applicants must also demonstrate the ability to provide guidance, direction, and technical assistance to the 10 sites.



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**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Meg Morrow (telephone 202-305-2986 or e-mail [meg@ojp.usdoj.gov](mailto:meg@ojp.usdoj.gov)).

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## State Victim Assistance Academy Initiative

### (Cooperative Agreement)

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#### **Award Amount:**

*Funding FY 2002:* \$140,000 (\$35,000 planning grants to each of four states)

*Funding FY 2003:* \$400,000 (\$100,000 for each of the four states)

*Funding FY 2004:* \$240,000 (\$ 60,000 for each of the four states)

Based upon grantee performance and the availability of future funds, continuation funding in FY 2003 and FY 2004 will be available. ***A financial and/or in-kind match for 25 percent of the total federal grant each year will be required.*** In addition to funding, OVC will ensure that technical assistance is made available to grantees to assist in this multiyear effort.

**Award Period:** 12 months with the potential for an additional 24 months.

**Goal:** The goal of this program is to assist states in developing effective strategies for establishing state Victim Assistance Academies (SVAA).

**Purpose:** The purpose of this program is to support state efforts to provide comprehensive, academically based, fundamental education for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely deal with victims of crime.

**Background:** The victim assistance movement has grown significantly in the last 20 years and victim assistance programs have become part of the nation's criminal, tribal, military, and juvenile justice infrastructure. Victim service providers, victim advocates, and allied professionals with a wide variety of practical experience, training, and education are now working in a variety of settings from district attorneys' offices to correctional institutions to battered women shelters and rape crisis centers. There also has been a growing awareness among practitioners of the complex needs of crime victims and a demand for more coordinated, multidisciplinary responses. A comprehensive, basic-level victim assistance curriculum made available to victim service providers and allied professionals through SVAAAs would greatly enhance these professional efforts.

Recognizing the need for a high quality curriculum, OVC funded the development of the first National Victim Assistance Academy (NVAA) in 1995. The Academy is coordinated by the Victims' Assistance Legal Organization (VALOR) and a consortium of universities, including California State University-Fresno; the Medical University of South Carolina, Charleston; University of New Haven; Washburn University, Topeka Kansas; and most recently, Sam Houston State University, Texas. When NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities across the country.

In FY 1998, Michigan State University submitted a concept paper to OVC to establish an SVAA. With OVC funding supplemented with university and state Victims of Crime Act (VOCA) funding, Michigan held the first OVC-sponsored state academy in August 1998. Faculty members from the

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NVAA provided technical assistance and resource material, and Michigan adapted the NVAA curriculum to meet the needs of advocates and practitioners in Michigan. The university, in partnership with the Michigan victim assistance community, continues to sponsor an academy annually.

This solicitation is intended to encourage similar initiatives in other states with the ultimate goal of establishing a network of state academies capable of meeting the entry-level educational needs of a broad range of victim assistance providers and allied professionals.

The purpose of OVC's competitive discretionary solicitation in 1999 was to help seed and support state efforts to establish state academies to provide comprehensive, academically based, fundamental education for victim assistance providers, victim advocates, and allied professionals who routinely interact with crime victims. The solicitation resulted in five successful and active state academies in Connecticut, Pennsylvania, Texas, Colorado, and Utah. Modeled on the National Victim Assistance Academy (NVAA) program, the state academies in 1999 and 2000 focused on developing a planning committee or advisory board, assessing the state's training and educational needs of victim advocates, and creating partnerships with existing or new universities that could conduct the on-campus, 40-hour course of study. They also reviewed existing state curricula to incorporate state material as necessary (state laws, victims' rights, and local programs), supplemented the NVAA text with timely, state-specific material, and developed plans to fund the state academy in future years independent of OVC funding. In 2001, the five Academy grantees conducted their first year academies and the state academies made necessary refinements to the curriculum and are preparing to conduct the second round of offerings in the late spring and summer of 2002. A final planning guide for states interested in developing academies will be developed as a result of this 5-states pioneering efforts.

### **Program Strategy**

This solicitation will support four states in phase one of the establishment of a state academy in FY 2002 for implementation in FY 2003, with four additional state academies initiated in FY 2003 and FY 2004. The overall 3-year project has several core components:

- # Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to plan the development of the SVAA (Year 1).
- # University/community planning and implementation of an SVAA with a combination of federal, state, and local funding (Year 1).
- # Curriculum adaptation and design (Years 1 and 2).
- # Academy presentation and project evaluation (Year 2).
- # Presentation of a second academy with decreased federal and increased state and local funding (Year 3).

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- # State academy staff availability for technical assistance and mentoring to other state academy grantees through funding provided by OVC's Training and Technical Assistance Center (TTAC)(Year 3).
  - # Independent state funding and continued availability of state academy staff for technical assistance and mentorship to other interested state academy grantees (Year 4 and beyond).

In addition to funding, OVC will support the four grantees by providing access to the following throughout the course of the grant:

- # Opportunity to receive training on how to conduct academies.
- # The NVAA curriculum, technical assistance, and logistical materials.
- # NVAA's "Train the Teacher's" course for faculty or state staff who will serve as instructors at state academies.
- # Informational material available through OVC's Resource Center and TTAC.
- # Specialized teaching faculty for the academy provided through OVC's TTAC.

Since FY 2002 funding is intended to support year-one planning activities, this solicitation will focus on describing Year-1 tasks and product requirements.

#### 1. Planning/Steering Committee

A major task during phase one is to establish a diverse planning/steering committee to plan and manage the project. As the response to victimization increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing a state academy will be needed from the state VOCA Victim Compensation and Assistance Administrators, an accredited college/university, the state attorney general's office, where applicable, and key statewide victim advocacy coalitions and groups. Coordination with the U.S. Attorney's office is recommended. This broad-based, diverse support is critical to ensure the success of the project in Year-1 and beyond.

#### 2. State Training Assessment

Some states have recognized the diversity of the victim assistance workforce and have established minimum training requirements for their victim assistance providers, while others have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. A determination will need to be made regarding how existing training initiatives and resources will combine with or complement an SVAA.

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### 3. Partnership with Academia

Establishing a partnership with the academic community is essential and involves several components, including the provision of academic credit through an accredited college or university; the establishment of a college/university as a host site, and the use of expert faculty to develop state-specific curricula and oversee the academy. A college/university should also be able to provide in-resident faculty, low-cost dormitory housing and dining facilities; large and small classroom space to accommodate both plenary and smaller breakout groups; and, a computer laboratory with Internet access and sufficient computers to allow students to effectively participate in a “hands-on” demonstration of the use of technology to enhance service capabilities.

### 4. Curriculum Design

The NVAA curriculum is a 40-hour course with a text of over 600 pages. Updated annually, the text has been reviewed by the California State University and the Medical University of South Carolina faculty and approved for academic credit through their criminology and psychology departments respectively. The text covers 37 different subject areas and serves as the basis for the course curriculum. Each chapter contains an abstract, learning objectives, and a self examination. Chapters also include relevant research, current statistical overviews, and summaries of relevant federal and state legislation. The text also covers the historical background of each topic, including its evolution and current societal regard. The course format includes lectures and discussions, experiential exercises, working group assignments, interactive on-line computer experience, and self-examinations for each issue area. Interactive exercises that help students apply this knowledge are considered essential by the NVAA. The Michigan State Academy also used interactive learning techniques.

The goal of this grant is to provide a comprehensive, basic-level knowledge base to victim assistance providers, victim advocates, and criminal justice personnel. We expect that the NVAA syllabus will provide the core of the state academy’s curriculum, with each state adding state information, elective courses, and interactive exercises as deemed necessary.

As the NVAA curriculum has been carefully developed and tested through multiple presentations, OVC will not fund the development of new and separate educational curricula. However, states receiving funding under this solicitation are encouraged to use a small portion of the planning grant and year-two funding to develop state-specific supplements and interactive exercises.

### 5. Student Selection

In first year of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students, and finalize the process in year two. The Michigan Academy encouraged attendance by community “teams” of providers to help promote a coordinated community response to crime victimization. At the NVAA, a selection committee chooses students after reviewing the students’ applications and two letters of recommendation.

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Grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.

## 6. Staffing Issues

The steering committee should also address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and to provide administrative support, the committee should address the selection of teaching faculty and the determination of which courses will be taught by college/university faculty and which can be presented by local agency and advocacy group representatives. OVC encourages a blend of both practitioners and academicians. Finally, the committee must identify a method for assisting teaching faculty to develop presentations with an interactive format. The NVAA Training of Teachers course, which incorporates state-of-the-art adult learning principles into a universal training format, will be available as a resource in this effort.

## 7. Financial Plan

Another first year activity must include the development of a viable financial plan for continued match of OVC federal funds in Years 2 and 3 and for continuation of the SVAA in Years 4 and beyond. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their one percent training dollars and five percent administrative funds to supplement OVC funding for the development and implementation of state academies.

## 8. Product Requirements

Each grantee will develop a report which documents the process of state academy development and an accompanying compendium of related state academy efforts and how they were developed.

At the end of the second year, OVC will require each grantee to create a guide describing the Year-1 planning phase and Year-2 implementation. The guides must be submitted to OVC so that they can be used to provide technical assistance to other states interested in establishing state academies. The guide should, at a minimum, describe (1) the process of selecting and organizing the steering committee, (2) the process of obtaining support from state and victim assistance providers, victim advocates, and criminal justice personnel, (3) the strategies for overcoming the inevitable challenges of establishing a state academy, (4) the process of obtaining financial support, (5) the scope and findings of the training assessment and the effects it had for the planning process, and (6) the development of state-specific materials to supplement the NVAA core curriculum.

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**Eligibility Requirements:** Only one application per state will be considered. Eligible applicants must demonstrate

- # Commitment from the state VOCA Victim Assistance and Compensation program offices to help develop the academy, including the provision of financial support after completion of the 3-year federal grant.
- # Commitment from an accredited college/university to host and promote the state academy; provide academic credit; accommodate and provide meals to students; provide classrooms and a computer lab; and, with assistance from the steering committee, oversee the planning, implementation, and evaluation of the project.
- # Commitment to meet with OVC, NVAA, and other SVAA grantees at the beginning of the grant period to share planning strategies and clarify implementation issues.
- # Commitment to meet with other SVAA grantees and OVC at the end of first year funding to share planning processes, lessons learned, future goals, and support needed for future technical assistance responsibilities as well as second year implementation strategies.

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures apply to the first phase of the project:

- # Number of state academies that continue to operate after OVC funding terminates.
- # Number of victim advocates and allied professionals who were trained.

**Evaluation:** The grantee must design and implement a basic evaluation of the project, incorporating simple, practical performance measures. In addition to the performance measures identified above, the grantee will be required to submit other appropriate and practical measures within 90 days following the grant award.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Laura Ivkovich (telephone 202-616-3576 or e-mail [laurai@ojp.usdoj.gov](mailto:laurai@ojp.usdoj.gov)).

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## **National Public Awareness and Education Campaign**

### **(Cooperative Agreement)**

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**Award Amount:** \$500,000

**Award Period:** 18 months

**Goal:** The goal of this initiative is to increase awareness of issues related to crime victimization through a national public outreach and education campaign.

**Purpose:** The purpose of this project is to support the development and implementation of a strategy to heighten public awareness of victims' issues and the role of OVC and the Crime Victims Fund in serving crime victims. The project will seek to reach beyond the victim assistance and criminal justice fields to educate the public on the dynamics of victimization and the importance of the services supported by OVC and the Crime Victims Fund. The project will augment OVC's activities each year surrounding National Crime Victims' Rights Week, which involves supporting the development and distribution of a resource guide of adaptable resource materials.

**Background:** Every April during National Crime Victims' Rights Week, the victims field celebrates the progress made in improving victims' rights and services, honors advocates and service providers for their work on behalf of victims, and remembers those who have been victimized. OVC supports these activities through the development and dissemination of the National Crime Victims' Rights Week resource guide and the organization of a ceremony to honor outstanding victim advocates. While these activities enjoy the active support of the victims field and some criminal justice components, they have not been targeted as successfully to the public at large. As a result, few outside the criminal justice arena are aware of issues related to crime victimization and the resources available to crime victims.

**Program Strategy:** This solicitation invites applicants to develop and implement a strategy to heighten public awareness of victims' issues and of the role of OVC and the Crime Victims Fund. At a minimum, the project should continue OVC's annual tradition of developing and disseminating a resource guide of adaptable resource materials including posters, model speeches, press releases, camera ready artwork, and plans for commemorative activities for use during National Crime Victims' Rights Week 2003; design public awareness activities and supporting resources for use throughout the year; and publish an article about OVC, the Crime Victims Fund, and victims' issues in at least one major national publication during the project period.

The grantee will work closely with OVC and will use innovative approaches, such as enlisting celebrity spokespersons in public service announcements, profiling extraordinary survivors who have used their experience to help others, and marketing the Crime Victims Fund as the Federal government's "best kept secret" because it makes offenders, not taxpayers, pay for services to crime victims.

Some of the elements that OVC will consider in reviewing the applications are



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- # Capacity of the applicant to undertake a national public awareness campaign.
  - # Relevant public outreach experience.
  - # An understanding of victimization issues and innovative communication of that understanding to a national audience.
  - # Resources or connections that can extend outreach beyond the victim service and criminal justice disciplines to the public at large.
  - # Capacity to evaluate the effectiveness of the campaign.

The grantee will

- # Enlist victims groups and media experts in the development of a theme and strategy for public outreach. The goal of outreach will be to raise awareness on the part of the general public about issues related to criminal victimization, emphasizing its human interest side over its sensational qualities. The grantee should consider enlisting celebrities, victims, and survivors as spokespersons for the campaign. The campaign should focus on victims' rights and services rather than crime prevention efforts. To that end, it should advertise the availability of the Crime Victims Fund and the services it supports, especially state-administered victim assistance and victim compensation programs.
- # Design materials to complement the theme, including posters, buttons, ribbons, and other identifying symbols. The grantee should also develop both print and video public service announcements and work with appropriate media outlets to distribute them.
- # Develop a plan to market its campaign to community leaders and public officials.
- # Develop a resource kit to support communities in observing National Crime Victims' Rights Week 2003. The resource kit should include such items as model speeches, press releases, camera ready artwork, posters, statistical and historical overviews, and plans for commemorative activities. The National Crime Victims' Rights Week resource kit should supplement the larger public awareness campaign and make use of its theme, perhaps advertising itself as a culmination of the national strategy.
- # Design commemorative activities, perhaps around important milestones or anniversaries, to be undertaken throughout the year.
- # Work with a major national publication to publish an article that gives an overview of victimization issues and that describes OVC and the Crime Victims Fund.
- # Develop an evaluation plan to measure the impact of implemented activities on the public's awareness of victims' rights and needs.

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**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures are provided:

- # Number of “hits” on the OVC Web site, as an indication of how many people are seeking information about the 2003 National Crime Victims' Rights Week.
- # Development of a NCVRW resource kit.
- # Number of requests made to the OVC Resource Center for the 2003 National Crime Victims Rights Weeks resource kit or other resource materials developed by this project.
- # Number of commemorative activities tied to milestones or anniversaries in the victims' field that are supported by this project.
- # Publication of an article in a national journal or magazine that provides an overview of victimization issues and highlights the innovative role of OVC and the Crime Victims Fund in support of crime victims.

**Eligibility Requirements:** Eligible applicants are organizations that have a thorough knowledge and understanding of victimization issues and the capability and contacts to conduct a national public awareness campaign, using effective media outlets.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact Person:** Bill Brantley (telephone 202-616-3574 or e-mail [brantley@ojp.usdoj.gov](mailto:brantley@ojp.usdoj.gov)).

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## **Training and Technical Assistance for Victim Assistance in Indian Country (VAIC) Grantees (Cooperative Agreement)**

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**Award Amount:** \$350,000

**Award Period:** 12 months, with potential continuation funding for 24 additional months.

**Goal:** The goal of OVC's Training and Technical Assistance for Victim Assistance in Indian Country (VAIC) is to ensure the successful development and sustainability of victim assistance programs in Indian Country.

**Purpose:** The purpose of the VAIC Training and Technical Assistance Program is to provide comprehensive, skills-building training and technical assistance to Indian tribes, tribal organizations, and nonprofit organizations that have received funding under the VAIC Discretionary Grant Program.

**Problem Statement:** A critical component of justice for American Indian crime victims is the provision of direct services to them. The proposed training and technical assistance program for VAIC grantees is designed to assist victims by enhancing the capacity of on-reservation victim service providers to serve victims and, as important, to sustain these services once Federal support is terminated. Yet providing such assistance can be very challenging. Currently there are 28 VAIC discretionary grant programs, and OVC intends to fund additional VAIC programs in 2003. Current grantees as well as prospective applicants need intensive training and technical assistance on a broad array of topics to help them develop, maintain, and sustain their programs. These topics range from program implementation issues such as recruiting, training, and using volunteers; serving different kinds of victims; and sustaining the program to jurisdictional issues; and victims codes. In addition to the demand for these services and the variety of issues that must be dealt with, the geographic isolation of many tribal communities and the difficulty of reaching them are other factors that complicate the delivery of training and technical assistance. Geographic isolation also affects the level of services that are needed, with some tribes having greater access to current information and technology. Finally, there is the difficulty of providing training and technical assistance services in a culturally sensitive manner by individuals who are knowledgeable of victims services and also understand how to work collaboratively with tribal members.

**Background:** OVC initiated the VAIC Discretionary Grant Program in 1988 to establish "on-reservation" victim assistance programs to provide direct services to crime victims in Indian Country. Beginning in FY 1997, victim assistance services were funded directly from OVC rather than through the states. Funding allocated for the VAIC programs was \$1.3 million with 30 VAIC program grants awarded in 1998. In FY 2002, eight programs have completed their 3-year funding cycle and will need intensive assistance in developing plans to sustain the organization once OVC funding is no longer available. In FY 2003, 20 additional programs will have completed their 3-year funding cycle and will need assistance achieving sustainability. In FY 2003, OVC proposes to conduct a competitive process to establish new victim assistance programs on reservations with Federal criminal jurisdiction and those new developing programs will need training and technical assistance to ensure their success. In FY

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2003, a new program solicitation for VAIC is open to Federally recognized Indian Tribes, tribal organizations, and nonprofit organizations that serve victims of Federal crimes. The average grant award is expected to be \$50,000 to \$60,000. Applicants from the largest Indian tribes may be awarded up to \$80,000.

Training and technical assistance have been available to VAIC grantees since the inception of the program through individual site visits and regional training events. Also, the more experienced VAIC program directors have been matched as mentors to new VAIC programs with training needs. In this manner, OVC hopes to grow the pool of qualified trainers with the inclusion of VAIC program staff who broaden their own skills through site visits to other VAIC programs.

**Program Strategy:** OVC will competitively select an organization to implement the Training and Technical Assistance for VAIC grantees program. A 1-year cooperative agreement will be awarded. Additional funding will be dependent upon the grantee's performance and availability of funding in FY 2004. This responsibility will be carried out with the full collaboration of the OVC VAIC grant monitors who will provide input and guidance to the grantee on the needs assessment plan, the selection of training topics, the training curricula, and other deliverables. In addition, OVC will work closely with the grantee to share appropriate information gathered from a thorough review of the annual Grantee Performance Reports submitted by each grantee and information gathered during monitoring site visits made by OVC. Another important source of input to the program will be a VAIC advisory committee of VAIC grantees created by the grantee with approval by OVC. This advisory committee will provide guidance on training topics, curricula, and other publications and products and will serve as a link to other tribal communities in OVC's efforts to expand victim services programs in Indian country.

The objectives of this training and technical assistance program are to

- # Assess the training and technical assistance needs of VAIC grantees.
- # Develop and facilitate the use of research driven, culturally appropriate, training, and technical assistance materials.
- # Deliver training and technical assistance to VAIC grantees which enhance their capacity to assess needs, initiate program planning, implement victim services programs for tribal members, evaluate their performance, and sustain their programs.
- # Increase communication and information sharing among VAIC programs.
- # Use experienced VAIC staff as mentors and train them to provide training and technical assistance to new VAIC grantees.
- # Assess the quality and utility of the training and technical services provided.

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# Expand the pool of qualified tribal applicants for FY 2003 VAIC support by conducting community assessments, marketing the VAIC program, and providing program development training to non-VAIC tribes.

# Assist OVC in monitoring the performance of VAIC programs.

This proposal should describe how this training and technical assistance program will be implemented, how the objectives will be achieved, and how the program will address the diverse needs of tribal communities achieve the broadest impact on expanding victim services in Indian Country. Applicants should identify the kinds of training and technical assistance requests anticipated and strategies to be used to address them. The proposal should include a detailed discussion of the criteria for prioritizing training and technical assistance requests and the elements of a screening protocol for selecting tribes requesting training or technical assistance. Applicants must provide an implementation plan that includes a time line outlining activities and deliverables. In general, the implementation plan should foster innovation and clearly identify how resources will be used to maximize the impact of this training and technical assistance program.

**Deliverables:** In addition to the strategy and content of the training and technical assistance design, the following are specific deliverables to be completed during the 1-year project period

- # Develop a needs assessment plan to be delivered within 30 days after the grant award.
- # Conduct a tribal needs assessment and present the findings into a report called "Tribal Technical Assistance and Training Needs: Recommended Responses for Year One."
- # Develop a protocol and plan for delivery of technical assistance that includes criteria for prioritizing requests and addresses different levels of technical assistance including immediate and long range responses, comprehensive system response, and specialized response.
- # Identify or develop curriculum materials on four specific topics identified through the needs assessment and review of current training materials on victims issues.
- # Develop and revise existing curriculum for potential VAIC applicants on the VAIC program requirements and on the victim services that will be delivered to pre-VAIC applicants.
- # Conduct 2 regional trainings on VAIC program requirements and victims services.
- # Provide a minimum of 10 on-site technical assistance visits to assist VAIC grantees with significant program planning, operational needs, or to conduct a monitoring site visit.
- # Develop a community assessment instrument that can be used to ascertain a tribe's readiness to implement a victim services program and become a VAIC grantee.

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- # Provide a minimum of 5 on-site technical assistance visits to non VAIC grantees to conduct a “community readiness assessment” and to advise on victim program development activities.
  - # Develop a resource library for OVC of model protocols and victims rights codes for Indian Country.
  - # Make formal presentations on the training and technical assistance program at two annual OVC-sponsored conferences.
  - # Create a VAIC Web site to disseminate technical assistance resources and information regarding the VAIC training and technical assistance program. An alternative method of disseminating information to tribal communities lacking Internet access must also be developed.
  - # Develop assessment tools to measure the quality and effectiveness of the training and technical assistance services provided.
  - # Maintain a system of monthly communication with the VAIC grantees on current issues, funding possibilities, lessons learned from other tribes, current research, and relevant information that will assist the tribes in implementing effective victims services.

The training and technical assistance delivery plan is subject to review and approval by OVC. Upon OVC’s final approval of the plan, the grantee will conduct regional training sessions for several tribes, cluster conferences, or provide onsite, individualized training for a given tribe. The type of training, whether regional or individualized, should be based upon the needs assessments of the programs. OVC realizes that requests for training and technical assistance may exceed the availability of resources. Therefore, it is extremely important that the grantee develop a plan that maximizes available resources.

**Performance Measurement:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures are provided

- # Number of VAIC staff trained.
- # Number of training and technical assistance requests serviced and monitoring site visits conducted.
- # Number of training modules developed.

**Evaluation:** In addition to the minimal performance measures identified in the preceding section, the applicant must develop an evaluation plan for assessing its own performance and the impact of the training and technical assistance efforts with the tribes. At a minimum, the evaluation should seek to answer the following

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- # What were the training and technical assistance needs identified in the first 3 months of the project?
  - # What training curricula were developed to meet these needs?
  - # What approaches were used to train VAIC tribal staff to become future trainers?
  - # Did the mentor program result in producing qualified trainers?
  - # Did the training and technical assistance activities as well as other outreach activities result in an expanded pool of tribal communities applying for VAIC funding in 2004?
  - # Were there new or enhanced victim services provided as a result of the training and technical assistance activities?
  - # Were the VAIC programs able to become self sufficient when Federal support terminated?

**Budget Information:** The grantee can assume that the VAIC grantees have funds for travel, lodging, and per diem expenses for one regional training session, if regional training is selected. Project costs will cover the development and printing of materials needed to implement the training, travel, and per diem for staff and consultants, and consultants' fees. The proposal must allocate adequate staff resources to overall management of this project and in no case shall the proportion of time of the project director be less than 50percent. The budget should also include travel costs to two locations (compute on basis of travel to San Francisco and Washington, DC) for the purpose of making presentations on the VAIC program.

**Selection Criteria:** Applications will be rated by a peer review panel according to the criteria outlined below. **Please note that these criteria replace the criteria set forth in Section II of this Application Kit under "Selection Procedure."** Only applicants meeting the eligibility requirements will be forwarded for peer review.

***Problem to be Addressed (20 points).*** The applicant must demonstrate an in-depth knowledge and an understanding of direct services for victims of crime in Indian Country. In particular, under Federal criminal jurisdiction this includes knowledge of the tribal, Federal, and state systems as they relate to victims of crime; evidence of an understanding of the jurisdictional and coordination issues involved in the performance of VAIC programs; and, familiarity with VOCA Guidelines and VAIC program requirements. The applicant must also discuss the difficulties associated with delivering training and technical assistance to Indian country, adapting suitable victim-related materials and resources to the cultural diversity of Indian tribes; and, indicate how the proposed work will address these difficulties.

***Project Strategy/Design (35 points).*** The program strategy must include sufficient detail so that the reader can understand what will be accomplished, how it will accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s). Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear

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picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field. Such applications are encouraged over applications that do not provide this information. Detailed procedures for pilot testing and refining the products have also resulted in more competitive applications. The project design must support the purpose and goals of the grant program.

***Program Management and Organizational Capability (25 points).*** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. Specifically, they must show evidence of experience in victims rights' issues and services, organizing and implementing training events, and proven ability to provide technical assistance. Points will be awarded based on the applicant's stated capability to undertake and complete a national-scope, Federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives of the grant for which they are applying.

***Program Evaluation (10 points).*** This criterion assigns points to the applicant's plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project objectives. Applicants must describe what evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered

- # Extent to which the evaluation plan will provide the kind of information that contributes to the effectiveness of management and administration of the project, documents that objectives have been met and determines the overall effectiveness of the project.
- # Extent to which the proposed methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project.
- # Adequacy of the identified performance measures to demonstrate whether and to what extent the proposed strategy is meeting its short-term, intermediate, and long term objectives.

***Budget (10 points).*** Reviewers will examine the identified project tasks, milestones, and the assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to accomplish the grant-related work.



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**Eligibility Requirements:** OVC invites applications from public and private agencies, organizations and institutions experienced in effectively administering grants that deal with victims' issues. Knowledge of mental health or legal issues, while important, is not a requisite factor. The applicant must show evidence of broad-based expertise with American Indian issues, training, and technical assistance activities. The applicant must also acknowledge who authored the proposal if it is not the signatory, organization head, or project director.

**Application:** Applicants must follow the guidance provided in **Section II**, Application Kit.

**Application Due Date:** June 28, 2002

**Contact:** Cynthia Darling (telephone 202-616-3571 or e-mail [cynthia@ojp.usdoj.gov](mailto:cynthia@ojp.usdoj.gov)).

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## Section II: Application Kit - Instructions for Program Narrative

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### Program Abstract

Each application must include a program abstract that highlights the purposes, goals, methods, target group, proposed activities and anticipated benefits/products of the proposed project. The abstract should not exceed one side of one double-spaced, 8½ x 11-inch page.

### Program Narrative

*Submission Requirements.* To justify and describe the proposed program, each applicant must submit a program narrative that **may not exceed 30 pages and must be submitted on one side only of 8½ x 11-inch paper using double spacing, a minimum of 1-inch margins on all four sides, and a type no smaller than standard 12-point.** Single-spaced and 1½-spaced narratives will not be accepted. **Applications that do not conform with these requirements will not be forwarded for competitive review.** The 30-page narrative limit does not include forms, the abstract, and appendixes.

The position descriptions, qualifications, and individual resumes may be submitted as appendixes to the application. OVC strongly discourages numerous and lengthy appendixes and attachments not directly related to the project. OVC is unable to copy videotapes and lengthy publications that are sent as examples of the grant applicant's work. Consequently, peer reviewers will not receive these attachments as part of the review process. Do not bind or staple applications.

**Required Elements.** The program narrative should be numbered "Narrative page 1" and so forth. The narrative *must* include the following items in the sequence listed below

- # ***Problem to be Addressed.*** The problem statement must discuss the need for the project and, where appropriate, discuss how the characteristics of the target population and community demonstrate the need for an effective program. Applicants must provide specific data (including source information) about the target population. Applicants must also identify the community in which the project will operate and provide documentation and data that reflect the community's need for a victims project. Examples could include: victimization rates, court cases, client caseloads and various indicators of risk factors.

The applicant must provide a clear statement of how the proposed program will be of value to the victims' field by meeting a stated goal. Applicants should use the goals stated in the specific solicitation. For example, if the solicitation states as its goal, "To increase and enhance services provided by prosecutors to crime victims," then the applicant should briefly explain how its particular proposal will achieve that goal.

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- # ***Project Strategy/Design.*** The applicant's strategy or design must include a description of project phases, tasks, activities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities and products. The project design will also be examined to determine how well the project/program can be accessed by diverse and underserved victims. The time-task plan presented in chart form will not be included as part of the 30-page narrative limitation.

The applicant must describe the following

- # The strategy, tasks, and time-task line for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.  
**Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other agencies within the Department of Justice (DOJ).** The plan also must provide for the submission of written progress reports. All recipients are required to submit semiannual progress reports. Refer to the OVC Publishing Guidelines Handbook (March 2002), available online at [www.ojp.usdoj.gov/ovc/publications/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/welcome.html), for further guidance on the publication process.
- # The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.
- # Coordination of the project with other organizations, including victim services, criminal, and juvenile justice systems, and any joint or cooperative efforts.
- # Any unusual features of the project such as design, technological innovations, reductions in cost or time, and extraordinary community, volunteer, or private sector involvement.
- # Procedures for testing and evaluating the service or product or for obtaining feedback about its worth to the field.
- # The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances publications that have been

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reviewed, revised by the grantee, and subsequently approved for publication by OVC, will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page.

- # ***Program Management and Organizational Capability.*** Applications must include a clear description of the applicant's management structure and previous experience with similar or related efforts. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project, including detailed position. If additional staff will be hired to complete the project, the applicant should identify selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

The proposed project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. In addition to these items, the applicant may add, as attachments or appendices, resumes or other information that qualify the staff to work on the project.

- # ***Program Evaluation.*** Evaluation is critical to ensuring that each OVC project is operating as designed and meeting its goals in terms of both the project's activities and impact. Accordingly, each application must provide a plan for assessing the project's effectiveness and evaluating the accomplishment of project objectives. Applicants should identify challenging, but achievable, outcomes in their proposals and describe how they plan to assess performance in attaining the identified outcomes. In order to develop such a plan, goals and objectives must be clearly stated, linkages established between program activities and objectives, and performance measures identified. Performance measures will include a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long term impact.

Accordingly, applicants must describe the criteria and units of measurement that will be used to evaluate the project's effectiveness. Examples of effectiveness measures include (1) units of service provided such as number of individuals and/or agencies trained, number of victims receiving services, the number and type of agencies that received technical assistance, the number and type of products disseminated; and (2) cost-effectiveness of the program, service, or product such as cost per unit or savings achieved. The applicant must also include performance measures that do more than describe the delivered activity, service or product but measure the impact of the project. Examples of these kinds of measures include: (1) new capacities or improved responses to victims; (2) knowledge gained; (3) user satisfaction data;

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(4) changes in program development and implementation; (5) new policies and protocols; (6) impact on the victims' well being; and other measures of the program's benefit to the victims field. For all programs, applicants should develop a mechanism for gathering feedback from both the users and providers of the products and services.

The plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report that is due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program.

- # **Program Budget.** The applicant will enter budgeted items and their costs on a budget detail worksheet with a thorough justification for all costs, including the basis for computing the costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The Budget Detail Worksheet is located in the Forms Appendix of the application kit. Applicants must justify the costs of individual items, such as personnel and travel, showing how the costs were computed. **Also, a Budget Narrative that justifies all costs must also be included.** In addition, applications containing contracts must include detailed budgets for each organization's expenses. Applicants should plan to attend an OVC discretionary grantee meeting and, with the exception of local grantees, budget this at an annual cost of \$1,000. OVC's VOCA funds cannot be used to cover construction costs, prevention activities, or costs relating to offender rehabilitation or counseling.

The applicant must explain how budget items are computed and why they are vital to the project, clearly relating the items to identified tasks described in the narrative. For example, if the applicant has planned an extensive survey, the budget should reflect the staff time necessary to identify the sample, make follow-up calls, and conduct other activities to collect information. If an applicant proposes distributing a large number of training manuals, the budget should allocate sufficient funds for printing documents needed for pilot testing and postage. Applicants should not include items that are not fully necessary to the project, such as a computer for developing a small, printed product (for example, brochures). Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to accomplish the grant-related work.

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## Selection Procedure

The OVC staff review applications for completeness and basic responsiveness to the individual solicitation. Responsive applications will be forwarded to peer review panels of individuals with expertise in the respective topic areas. The peer review panelists will score each application using specific selection criteria. The peer review panel will then, as a group, generate an average score and rank for each application and make recommendations for awards to the Director of OVC and the Assistant Attorney General for the Office of Justice Programs. Final selection will be based upon the scoring system and other considerations like previous performance on Federal grants. The Assistant Attorney General for the Office of Justice Programs has the ultimate authority to select applications for funding.

## Selection Criteria

Applications for each program described in **Section I.** will be evaluated and rated based on the extent to which the program meets the selection criteria listed below.

1. ***Problem(s) to be Addressed and Goals and Objectives (15 points).*** The problem statement must provide a strong rationale for the project with the needs of the target population and community being well identified. Data must be specific to the target community and population being served. The overall goal of the project must be clearly defined and linked to the target population and target community.
2. ***Project Strategy/Design (40 points).*** The program strategy/methodology must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s). Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field and encourage their use than to applications without this information. Detailed procedures for pilot testing and refining the products have also resulted in more competitive applications. The project design must support the purpose and goals of the grant program.
3. ***Program Management and Organizational Capability (25 points).*** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. Points will be awarded based on the applicant's stated capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability (15 points), and (2) the

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applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks (15 points). Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives of the grant for which they are applying.

4. ***Program Evaluation (10 points)***. This criterion assigns points to the applicant's plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project objectives. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered
- #            Extent to which the evaluation plan provides detailed information for increasing the effectiveness of management and administration of the project, documents that objectives have been met and determines the overall effectiveness of the project.
  - #            Extent to which the proposed methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project.
  - #            Adequacy of the identified performance measures to demonstrate whether and to what extent the proposed strategy is meeting its short-term, intermediate, and long-term objectives.
5. ***Budget (10 points)***. Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to accomplish the grant-related work.

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## **Quality of Previous Performance**

Prior to making final selections for funding specific applicants, the Director of OVC and the Assistant Attorney General for the Office of Justice Programs will consider information about the performance of the applicants on previous grants awarded by OVC, OJP, or other Federal agencies. Emphasis will be placed on the delivery of complete, responsive products that produced tangible benefits. Applicants who failed to meet grant deadlines, did not comply with OJP financial requirements, or did not adjust to difficulties by setting revised time/task lines will not be favorably considered for funding.



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## **Administrative Requirements**

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### **Single Points of Contact Review**

Executive Order No. 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (POC), if one exists, and if this program has been selected for review by the state. Applicants must contact the state POC to determine if the program has been selected for state review. The date that the application was sent to the POC or the reason such submission is not required should be entered in block 16 on the Application for Federal Assistance, SF-424. You can find the listing of the state POC at the following web address: [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html).

### **Assurances**

This package includes a list of assurances that the applicant must comply with to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

### **Prohibition of Supplanting**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and auditing. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### **Purchase of American-Made Equipment and Products**

Congress conveyed through the FY 1997 Appropriation Act that, to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

### **Human Subject Research and Confidentiality Compliance**

Generally, OVC does not fund projects that conduct research. DOJ is a signatory to the Federal policy on protection of human subjects of research, the “Common Rule.” DOJ’s incorporation of the Common Rule is set forth in 28 Code of Federal Regulations (CFR) Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal Funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

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*The applicant must indicate in its application whether the project or activity includes research that may involve human subjects, as defined in 28 CFR Part 46.*

## **National Environmental Policy Act (NEPA) Compliance**

All Federal grant funds recipients are required to assist the sponsoring Federal agency to comply with the National Environmental Policy Act (NEPA) and with other related Federal environmental impact analysis requirements. Victims of Crime funds may not be used for construction costs; however, grantees may be planning building construction or renovations with its funds or monies from third parties that relate to the use of the requested funds from OVC. In submitting an application for funding, applicants understand and agree that the assistance they may have to provide includes submitting specific information about any site proposed for construction or renovation and any activities subject to an environmental impact review. OVC and OJP will work with an applicant to meet all assessment requirements. To accomplish this, the applicant is required to inform OVC if the applicant must perform for any of its proposed activities an environmental impact analysis under a state or local requirement, or if a Federal agency is conducting an environment impact analysis. Additionally, if the applicant is anticipating any related new construction, renovation, or remodeling of a property that (1) is listed on or eligible for listing on the National Register of Historic Places; (2) is located within a 100-year flood plain; or (3) would undergo a change in its basic prior use or a significant change in size, then the applicant should contact Diane Wells, OVC's NEPA Coordinator at 202-616-1860 or e-mail [diane@ojp.usdoj.gov](mailto:diane@ojp.usdoj.gov) to determine what additional information OVC requires.

## **Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The applicant must agree to the Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

- # **Lobbying**. The applicant and its subgrantees, contractors, and subcontractors will not use Federal funds for lobbying and will disclose any lobbying activities.
- # **Debarment**. The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification, destruction of records, making false statements, or receiving stolen property; and, have not had a public transaction terminated for cause or default.
- # **Drug-Free Workplace**. The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR Part 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide

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Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making award

## Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. If a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. To understand applicable legal and administrative requirements, all applicants should consult the Assurances contained in the appendix.

## Program Access

OVC is committed to ensuring the **equal** access of diverse and underserved populations to the criminal justice system and victim services “Underserved” victims may be defined not just by the types of crimes committed, but by their age; gender, level of English proficiency; disability status; sexual orientation; national origin or ethnicity; race; or residence in an inner city, rural, or remote area. OVC requires applicants for discretionary funding to consider victims’ individual needs, and design project proposals that ensure that resulting products and services are appropriate, accessible, and respectful of victims’ autonomy and dignity.

## Publications

OVC has developed an OVC Publishing Guidelines Handbook (March 2002) to guide grantees in developing products for publication through OVC’s discretionary grant program. The guide is available on OVC’s Web site at [www.ojp.usdoj.gov/ovc/publications/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/welcome.html) or call Yvonne Jones at 202-616-3566.

**Applicants should note that final drafts of all publications developed under grant funding must be submitted to OVC 120 days prior to the end of their grant period.** This allows OVC time to submit the publication to an internal review, an external review, and a review by other Department of Justice components. If the grantee fails to provide final drafts within this time period, the OVC Director will consider requests for no-cost extensions to the grant period on a case-by-case basis, but no additional funds will be made available to the grantee if OVC requires the grantee to make substantive changes to the publication.

In most instances final publications will be printed by OVC and disseminated through the OVC Resource Center. **Only a small printing budget will be approved for grantees who develop materials that must be “pilot tested” prior to the completion of the grant.** Applicants should build the 120 days publication review period deadline into their grant time/task lines.

In cases where grantees disseminate their findings through a variety of media, such as books,

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professional journals, and conferences, the grantee should send copies of such publications to the Program Manager as they become available, even if they appear well after a project expires. OVC imposes no restriction on these types of publications and their dissemination other than the following mandatory acknowledgment and disclaimer on the product:

*This project publication was supported by grant number \_\_\_\_\_ from the Office for Victims of Crime. Points of view are those of the author(s) and do not necessarily represent the position, of the U.S. Department of Justice.*

## **Grants Versus Cooperative Agreements**

For certain solicitations, OVC chooses to award cooperative agreements instead of grants. Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities. For example, OVC's involvement might include participating as advisory group members, identifying and recommending resources to support project goals and objectives, and editing draft materials.

## **Grantee Responsibilities**

Award recipients and project directors assume certain responsibilities as part of their participation in Government-sponsored grant programs. Designed to help grantees meet these responsibilities, OVC's monitoring activities are based on good communication and open dialogue conducted amicably with mutual respect. Some elements of this dialogue follows:

- # Frequent, open communication with OVC in the early stages of the grant as the project design develops and becomes operational.
- # Timely communication with OVC regarding developments that might affect the project's compliance with schedules, activities, and products set forth in the proposal.
- # Communication with other OVC grantees who are conducting related training, technical assistance, and demonstration projects. The applicant should anticipate either a postaward meeting with the OVC program monitor or an OVC meeting for discretionary grantee. For these meeting costs, applicants outside the Washington, DC, metropolitan area should budget \$1,000 for each year of the grant.
- # Compliance with OVC requests for brief descriptions of the project and its activities whenever OVC needs such information to report to Congress. OVC will provide as much advance notification of these requests as possible, but will expect a timely response from grantees. OVC will accept such requested information through electronic media.

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- # Provision of project information to OVC at conferences, meetings, and elsewhere.
  - # Provide OVC prepublication copies of articles; provide OVC notice of interviews based on the project that will appear in print or other media, either during or after the life of the grant.
  - # Meet OVC staff and present up-to-date reports on project activities. If this is anticipated, include relevant travel costs in the budget.

Grantees are expected to complete award products within the time frames agreed upon by OVC and the grantee. OVC recognizes legitimate reasons for project extensions. However, OVC does **not** consider legitimate time delays that occur because the grantee assumed additional projects that impinge upon previously committed time. Any grantee who anticipates a delay must contact the assigned OVC Program Manager to negotiate a new due date. The grantee must submit a revised time/task line for the extended project. Projects with unreasonable delays may be terminated administratively, which may result in withdrawal of any remaining funds from the grantee. Thereafter, application for funds from the project director or the recipient institution will be subject to strict scrutiny and may be denied based on partial failure to meet minimum standards.

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## Reporting Requirements

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### Reports

- # The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45<sup>th</sup> day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.
- # The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 or more of Federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.
- # The **Semiannual Progress Report** must be submitted by recipients of funding. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, the significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

### Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Victims of Crime Act of 1984, as amended, or other provisions of Federal Law.
- # Failure to make satisfactory progress toward the goals and strategies set forth in this application.
- # Failure to adhere to the agreement's requirements, standard conditions, and special conditions.
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

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# Filing a false certification in this application or other report or document.

# Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problems. Hearing and appeal procedures will follow those in Department of Justice regulations described in 29 CFR Part 18.

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## Forms Appendix

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- # Application for Federal Assistance (SF 424)
- # Instructions for Completion of the Application for Federal Assistance (SF 424)
- # Sample Application for Federal Assistance (SF 424)
- # Budget Detail Worksheet (OJP Form 7150/1)
- # Sample Budget Detail Worksheet (OJP Form 7150/1)
- # Assurances (OJP) Form 4000/3)
- # Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (OJP Form 4061/6)
- # Disclosure of Lobbying Activities (SF Form LLL)
- # Single Audit Act Information
- # Civil Rights Information
- # Accounting System and Financial Capability Questionnaire (**Complete this form only if you are a new nonprofit organization and have not received Office of Justice Programs funds in the past.**)





## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check “Non-Construction”.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This block is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> This item will be completed by OJP.
5	<b>Applicant Information:</b> The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	<b>Type of Application:</b> Check either “new” or “continuation”. Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, such as “Bureau of Justice Assistance”.
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. An example would be 16,____.
11	<b>Descriptive Title of Applicants Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U. S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex: 10/1/95 - 9/30/96.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	<b>Estimated Funding:</b> In line “a,” enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will available to the project and the source of those funds on lines “b-f,” as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as “original” to help identify the original.

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Preapplication Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> 06/01/02	Applicant Identifier																																																																																																																																												
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Address (give city, county, State, and zip code): 1235 VICTIM ASSISTANCE ROAD, SUITE 200 JUSTICE CITY, NEW YORK 12356-7840		Name and telephone number of person to be contacted on matters involving this application (give area code) MR. JAMES Q. PUBLIC, DIRECTOR (212) 456-9876																																																																																																																																													
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">             1 2 — 3 4 5 6 7 8 9           </div>		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block; float: right;">N</div> <div style="clear: both;"></div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">             A. State              B. County              C. Municipal              D. Township              E. Interstate              F. Intermunicipal              G. Special District           </div> <div style="width: 50%;">             H. Independent School Dist.              I. State Controlled Institution of Higher Learning              J. Private University              K. Indian Tribe              L. Individual              M. Profit Organization              N. Other (Specify) <b>NON-PROFIT ORG</b> </div> </div>																																																																																																																																													
<b>8. TYPE OF APPLICATION:</b> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> New    <input type="checkbox"/> Continuation    <input type="checkbox"/> Revision         </div> If Revision, enter appropriate letter(s) in box(es) <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin: 0 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin: 0 5px;"></div> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other(specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b> OFFICE FOR VICTIMS OF CRIME																																																																																																																																													
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> Crime Victim Assistance/ <div style="border: 1px solid black; padding: 2px; display: inline-block;">1 6 — 5 8 2</div> TITLE: Discretionary Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> RURAL LAW ENFORCEMENT PROJECT  <i>Name of Audit designated Cognizant Federal Agency</i> Examples: DOJ, HHS, DOL, HUD, DOT, DOI, OR DOA																																																																																																																																													
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> NATIONAL		<b>13. PROPOSED PROJECT</b> <b>14. CONGRESSIONAL DISTRICTS OF:</b>  <div style="display: flex;"> <div style="width: 50%;">           Start Date    Ending Date            10/01/02    09/30/03         </div> <div style="width: 50%;">           a. Applicant            NATIONAL         </div> </div> <div style="display: flex;"> <div style="width: 50%;"></div> <div style="width: 50%;">           b. Project            NATIONAL         </div> </div>																																																																																																																																													
<b>15. ESTIMATED FUNDING:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				a. Federal																				b. Applicant	\$																			c. State	\$																			d. Local	\$																			e. Other	\$																			f. Program Income	\$																			g. TOTAL	\$																		
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g. TOTAL	\$																																																																																																																																														
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input checked="" type="checkbox"/> No		<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>																																																																																																																																													
a. Type Name of Authorized Representative SUSAN B. FUNDS				b. Title EXECUTIVE DIRECTOR																																																																																																																																											
c. Telephone Number (202) 456-2345		d. Signature of Authorized Representative 																																																																																																																																													
e. Date Signed 07-01-02																																																																																																																																															

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL_____

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
		TOTAL_____
		Total Personnel & Fringe Benefits_____

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
			TOTAL	

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
		TOTAL _____

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL</b> _____

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL</b> _____

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
			<i>Subtotal</i> _____

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
<i>Subtotal</i>			

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

[illegible]

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
TOTAL		



**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<i>Executive Director</i>	$\$ 60,885 \times 30\%$	$\$ 18,266$
<i>Training Coordinator</i>	$\$ 38,000 \times 25\%$	$\$ 9,500$
<i>Office Manager</i>	$\$ 36,194 \times 25\%$	$\$ 9,049$

**TOTAL**  $\$ 36,815$

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<i>Employer's FICA</i>	$.0765 \times \$ 36,815$	$\$ 2,816$
<i>Retirement &amp; Health Insurance</i>	$.12 \times \$ 36,815$	$\$ 4,418$
<i>Workman's Compensation &amp; Unemployment Compensation</i>	$.0135 \times \$ 36,815$	$\$ 497$

**TOTAL**  $\$ 7,731$

**Total Personnel & Fringe Benefits**  $\$ 44,546$

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Seattle	Airfare	5 trainees from Miami x \$515	\$ 2,575
			5 trainees from Atlanta x \$526	\$ 2,630
			5 trainees from Honolulu x \$632	\$ 3,175
			5 trainees from Phoenix x \$335	\$ 1,675
			5 trainees from San Diego x \$272	\$ 1,360
		Hotel	25 trainees x \$104/night x 8 nights	\$20,800
		Meals	Per Diem for 25 trainees x 8 days	\$ 9,200
			x \$46/day	
			Lunches for 4 project staff	\$ 480
			x 8 days x \$15/day	
Airport/Hotel Transportation for people trained in Seattle				
		25 trainees x 2 trips x \$20 per person	\$ 1,000	
OVC Grantee Meeting	TBD	Airfare, Hotel, Per Diem	Amount Designated by OVC	\$ 1,000
TOTAL \$				43,895

*25 trainees from five cities will attend the community advocacy leadership training, which is an eight day training in Seattle, Washington on domestic violence and sexual assault services for victims with disabilities. Airfare costs are based on actual airfare and hotel and per diem rates are based on per diem rates established by the Federal government. The cost of lunch for the trainers is based on Federal per diem rates and includes the two project staff and 2 additional trainers. Funding to attend the OVC Grantee Meeting was determined by OVC and is a requirement of the grant.*

**D. Equipment** - List non-expendable items that are to be purchased, Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially

high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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*NO EQUIPMENT IS NEEDED FOR THIS PROJECT*

**TOTAL** -0-

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items costing less than \$5,000, such as books, hand held tape recorders and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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<i>Office Supplies</i>	<i>\$50/month x 12 months</i>	<i>\$ 600</i>
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<i>Postage</i>	<i>\$20/month x 12 months</i>	<i>\$ 240</i>
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*Office supplies and postage are needed for the general operation of the training program.*

**TOTAL** \$ 840

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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*THERE ARE NO CONSTRUCTION COSTS FOR THIS PROJECT*

**TOTAL** -0-

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$250 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
<i>Jane Doe</i>	<i>Specialized training on domestic violence &amp; safety planning</i>	<i>\$450/day x 2 days</i>	<i>\$ 900</i>
<i>Molly Smith</i>	<i>Specialized training on sexual assault</i>	<i>\$450/day x 2 days</i>	<i>\$ 900</i>
<i>Kim Davis</i>	<i>Specialized training on making victim services accessible to people with disabilities</i>	<i>\$450/day x 1 day</i>	<i>\$ 900</i>
<i>Sign Language Interpreter</i>	<i>Interpreting for training for Hearing &amp; Deaf attendees</i>	<i>\$40/hour x 9 hours x 8 days</i>	<i>\$ 2,880</i>

*Applicant's formal, written procurement policy is used for consultant reimbursement but does not exceed the \$450 daily consultant rate limit established by the Office of Justice Programs.*

**Subtotal** **\$ 5,580**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
<i>Airfare</i>	<i>Seattle</i>	<i>1 trainer (Jane Doe)</i>	<i>\$600</i>
<i>Hotel</i>	<i>Seattle</i>	<i>1 trainer (Jane Doe) x 3 nights x \$104/night</i>	<i>\$312</i>
<i>Per diem</i>	<i>Seattle</i>	<i>1 trainer (Jane Doe) x 4 days x \$46/day</i>	<i>\$184</i>

*Trainer consultant Jane Doe is based in New York City and will travel to Seattle to deliver training. Airfare costs are based on actual costs and hotel and per diem are based on Federal per diem rates.*

**Subtotal** **\$ 1,096**

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
<i>NOT APPLICABLE</i>	
	<b>Subtotal</b> <u>-0-</u>
	<b>TOTAL</b> <u>\$ 6,676</u>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<i>Training Materials Reproduction</i>	<i>Printing costs based on estimate from local printing company (40 sets of training materials)</i>	<i>\$ 900</i>
<i>Office rent</i>	<i>25% of office space x \$4000/month x 12 months</i>	<i>\$ 12,000</i>
<i>Training space</i>	<i>Seattle – \$ 100/day x 8 days</i>	<i>\$ 800</i>
<i>Phone</i>	<i>\$50/month x 12 months</i>	<i>\$ 600</i>
	<b>TOTAL</b> <u>\$ 14,300</u>	

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<i>THERE ARE NO INDIRECT COST RATES FOR THIS PROJECT</i>		
		<b>TOTAL</b> <u>-0-</u>

SAMPLE

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$ 36,815</u>
<b>B. Fringe Benefits</b>	<u>\$ 7,731</u>
<b>C. Travel</b>	<u>\$ 43,895</u>
<b>D. Equipment</b>	<u>-0-</u>
<b>E. Supplies</b>	<u>\$ 840</u>
<b>F. Construction</b>	<u>-0-</u>
<b>G. Consultants/Contracts</b>	<u>\$ 6,676</u>
<b>H. Other</b>	<u>\$ 14,300</u>
<b>Total Direct Costs</b>	<u>\$ 110,257</u>
<b>I. Indirect Costs</b>	<u>-0-</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$ 110,257</u>
<b>Federal Request</b>	<u>\$ 110,257</u>
<b>Non-Federal Amount</b>	<u>-0-</u>





## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally - assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for Instructions.)

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee      Tier _____, if known:       Congressional District, if known: _____		<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>       Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>     	<b>7. Federal Program Name/Description:</b>    CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>  	<b>9. Award Amount, if known:</b> \$ _____	
<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):       	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI):       	

11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Use Only:

Authorized for Local Reproduction  
Standard Form-LLL (1/96)

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## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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(Detach and submit with application)

## Single Audit Act Information

Application must provide the following information as required by OMB Circular No. A-133  
“Audit of States, Local Governments, and Non-Profit Organization”.

Period of Fiscal Year \_\_\_\_\_  
(Example: 07/01/95-06/30/96 or 10/30/95-09/30/96)

Name and Address of designated Cognizant Federal Agency  
(Example: HHS, DOL, HUD, DOJ, DOI, DOJ, Agriculture)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and ZIP Code

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(Detach and submit with application)

## **Civil Rights Information**

**List below the name, title, address, and telephone number of the civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters with the Office of Civil Rights for the Office of Justice Programs.**

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**Name**

---

**Title**

---

**Address**

---

**City, State, ZIP Code**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

## ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

### SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled, "Financial and Administrative Guide for Grants."

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant, for each action program covered by a State's grants and for each subgrant awarded by the State.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

### SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/ incorporated? ( <i>month, day, year</i> )	b. Principal Officers	Titles
	_____	_____
c. Employer Identification Number:	_____	_____
d. Number of Employees Full Time:          Part Time:	_____	_____

2. Is the firm affiliated with any other firm? ☐ Yes ☐ No  
If "yes", provide details:

3. Total Sales/Revenues in most recent  
accounting period. (*12 months*)  
\$

### SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? ☐ YES ☐ NO

a. If yes, provide name and address of Agency performing review:

b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

Note: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.

2. Which of the following best describes the accounting system? ☐ Manual ☐ Automated ☐ Combination

3. Does the organization use a double-entry system in accounting for program funds? ☐ Yes ☐ No ☐ Not Sure

4. Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant? ☐ Yes ☐ No ☐ Not Sure

5. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? ☐ Yes ☐ No ☐ Not Sure

6. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? ☐ Yes ☐ No ☐ Not Sure

7. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? ☐ Yes ☐ No ☐ Not Sure

8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant?

☐ Yes ☐ No ☐ Not Sure

b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?

☐ Yes ☐ No ☐ Not Sure

9. Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants?

☐ Yes ☐ No ☐ Not Sure



SECTION D: FUND CONTROL			
1. Is a separate bank account maintained for grant/contract funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
2. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
3. Are the officials of the firm bonded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
SECTION E: FINANCIAL STATEMENTS			
1. Did an independent certified public accountant (CPA) ever examine the financial statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued.	<input type="checkbox"/> Enclosed	<input type="checkbox"/> N/A	
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:			
4. If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements: a. A detailed "Balance Sheet" for the most current and previous year; and b. A detailed "Income Statement" for the most current and previous year.			
SECTION F: ADDITIONAL INFORMATION			
1. Use this space for any additional information ( <i>indicate section and item numbers if a continuation</i> )			
SECTION G: APPLICANT CERTIFICATION			
I certify that the above information is complete and correct to the best of my knowledge.			
1. Signature		b. Firm Name, Address, and Telephone Number	
a. Title		c. Application Identifier Number	
SECTION H: CPA CERTIFICATION			
The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly.			
1. Signature		b. Firm Name, Address, and Telephone Number	
a. Title			

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 HOURS PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECTS OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO THE OFFICE OF THE COMPTROLLER, OFFICE OF JUSTICE PROGRAMS, U.S. DEPARTMENT OF JUSTICE, WASHINGTON, D.C. 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-0021, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, D.C. 20503.

**U.S. Department of Justice**  
Office of Justice Programs  
*Office for Victims of Crime*

**Office for Victims of Crime  
FY 2002 Discretionary Grant  
Application Kit**

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Rockville, Maryland 20849-6000  
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**U.S. Department of Justice**  
Office of Justice Programs  
*Office for Victims of Crime*

*Washington, D.C. 20531*

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